

REASONABLE CONSTRUCTION SERVICES, INC.

PARENT COMPANY OF:
REASONABLE ROOFING AND REMODELING, INC.
& REASONABLE ROUGH CARPENTRY, INC.



EMPLOYEE HANDBOOK & HEALTH & SAFETY PROGRAM

REVISION DATE: OCTOBER 27, 2015

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PURPOSE

SAFETY IS GOOD BUSINESS. IT IS ALSO REFLECTED IN WORK QUALITY, EFFECTIVE MANAGEMENT, COST REDUCTION, JOB EFFICIENCY, SUPERVISION, AND WORK FORCE, THEREBY CONTRIBUTING TO THE SUCCESS OF “REASONABLE”.

THE PROGRAM CONTAINED IN THE “REASONABLE” SAFETY PROGRAM HAS BEEN ESTABLISHED TO ACCOMPLISH THE FOLLOWING:

1. PROTECT AND PROMOTE THE HEALTH AND SAFETY OF EMPLOYEES, CUSTOMERS AND OTHERS WHO MAY BE AFFECTED BY “REASONABLE” BUSINESS ACTIVITIES.
2. COMPLY WITH ALL PERTINENT REGULATORY OBLIGATIONS.
3. ASSURE THE SAFETY, HEALTH, AND LOSS CONTROL PROGRAMS ARE GIVEN THE PROPER PRIORITY AND ATTENTION, AND ACHIEVE THE REQUIRED RESULTS.
4. ASSIST NEW AND EXISTING PROJECTS IN DEVELOPING AND/OR REVISING SAFETY, HEALTH, AND LOSS CONTROL PROGRAMS BY INTERACTING WITH EACH FOREMAN AND PROVIDING EXTERNAL RESOURCES TO ENSURE CONSISTENCY WITH THIS PURPOSE.

FUNDAMENTAL PRINCIPLES

1. APPROPRIATE PROGRAMS NEED TO BE IMPLEMENTED TO PROTECT EMPLOYEE HEALTH AND SAFETY AND TO MINIMIZE HUMAN SUFFERING.
2. OCCUPATIONAL INJURIES AND ILLNESSES ARE PREVENTABLE.
3. MANAGEMENT SEEKS TO DEFINE, INITIATE AND MAINTAIN PROGRAMS AND PROCEDURES TO PREVENT INJURIES AND ILLNESSES.
4. CONTINUING SCRUTINY OF PROGRAMS AND ONGOING EMPLOYEE TRAINING AND EDUCATION IN OCCUPATIONAL HEALTH AND SAFETY ARE ESSENTIAL PROGRAM ELEMENTS.

GOALS

1. MINIMIZE HEALTH AND SAFETY RISKS BY PROVIDING SAFE AND HEALTHY WORK ENVIRONMENTS, PREVENTING UNSAFE ACTS AND CONTROLLING EXPOSURES TO HEALTH AND SAFETY HAZARDS IN THE WORKPLACE, CONTROL HEALTH HAZARDS AND INFORM ALL EMPLOYEES OF HEALTH HAZARDS.
2. PRODUCTION MANAGER MUST BE KNOWLEDGEABLE AND TRAINED ON OSHA STANDARDS.
3. PROVIDE AND ASSURE THAT APPROPRIATE HEALTH AND SAFETY PROGRAMS EXIST AND ARE IN PLACE.
4. MAINTAIN MEDICAL RECORDS IN A CONFIDENTIAL MANNER.
5. ASSURE ALL MANAGERS AND EMPLOYEES HAVE RECEIVED ORIENTATION, INSTRUCTION AND TRAINING IN HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION MATTERS.

6. REQUIRE THAT ALL HEALTH, SAFETY, ENVIRONMENTAL PROTECTION AND LOSS CONTROL PRACTICES, STANDARDS, LAWS AND REGULATIONS BE OBSERVED RELATING TO PEOPLE, FACILITIES, MATERIALS, PROCESSES, WASTES AND THE ENVIRONMENT.

EMPLOYER/EMPLOYEE RESPONSIBILITIES

EMPLOYER

AT NO TIME WILL AN EMPLOYEE BE REQUIRED OR EXPECTED TO WORK WHERE CONDITIONS ARE UNSANITARY, HAZARDOUS, OR DANGEROUS TO HIS/HER HEALTH. TO INSURE THAT SUCH CONDITIONS DO NOT EXIST, THE COMPANY WILL INITIATE AND MAINTAIN THE NECESSARY PROGRAMS TO PREVENT UNSAFE CONDITIONS FROM ARISING.

1. THE COMPANY SHALL CONDUCT REGULAR INSPECTIONS OF ITS JOB - SITES. ONLY EMPLOYEES THAT ARE QUALIFIED BY TRAINING OR EXPERIENCE SHALL BE ALLOWED TO OPERATE EQUIPMENT. TOOLS, EQUIPMENT, ETC., WHETHER COMPANY OR PERSONAL AND NOT MEETING SAFETY OR HEALTH REGULATIONS WILL BE REMOVED FROM SERVICE.
2. OPERATORS OF ALL HEAVY EQUIPMENT (FOR EXAMPLE: CRANE, FORKLIFT, BACKHOE, AERIAL LIFTS, ETC.) MUST BE TRAINED AND AUTHORIZED.

GENERAL MANAGER RESPONSIBILITIES

1. ENSURE THAT THE PRODUCTION MANAGER AND PROJECT MANAGERS COMPLY WITH THE PROGRAM.
2. SET A HIGH STANDARD FOR SAFETY AND HEALTH PRACTICES AND LEAD BY EXAMPLE.

PRODUCTION MANAGER RESPONSIBILITIES

1. ENSURE THAT EACH ELEMENT OF THE PROGRAM IS IMPLEMENTED IN EACH PROJECT.
2. INSPECT ALL PROJECTS TO ENSURE COMPLIANCE WITH SAFETY POLICIES AND ALL OTHER REGULATIONS AND REQUIREMENTS. ASSIST THE FOREMAN, CONDUCT SURVEYS AS NEEDED AND LOOK FOR WAYS TO HELP IMPROVE THE QUALITY OF SAFETY BY WORKING WITH PROJECT MANAGERS, FOREMAN, OWNERS, INSURANCE COMPANIES, AND OTHERS AS REQUIRED.
3. ACT AS A RESOURCE FOR FOREMAN OFFERING ADVICE AND CONSULTATION WHENEVER NEEDED.
4. REVIEW ALL ACCIDENT/INJURY REPORTS FOR ACCURACY, DETAIL, AND ENSURE THAT CORRECTIVE ACTIONS HAVE BEEN TAKEN. PROVIDE COPIES OF ACCIDENT/INJURY REPORTS.

5. ENSURE THAT ALL “REASONABLE” EMPLOYEES AND SUBCONTRACTORS RECEIVE A SAFETY HANDBOOK. CONFIRM THAT THEY HAVE READ AND SIGNED THE ACKNOWLEDGEMENT AND HAVE GIVEN IT TO OFFICE MANAGER FOR FILING.
6. INFORM “REASONABLE” MANAGEMENT OF REGULATORY CHANGES IN SAFETY.
7. TRACK HAZARD COMMUNICATION STANDARDS TO ENSURE THAT “REASONABLE” STAYS IN COMPLIANCE.
8. ATTEND JOB-SITE PRE-CONSTRUCTION MEETINGS TO REVIEW THE SAFETY REQUIREMENTS OF EACH SUBCONTRACTOR ASSOCIATED WITH THE PROJECT.
9. MAKE CERTAIN THAT EACH PROJECT HAS ALL REQUIRED POSTERS, SIGNS, AND OTHER SAFETY RELATED MATERIALS TO ASSIST WITH KEEPING THE PROJECT SAFE.
10. MEET REGULARLY WITH PROJECT MANAGERS TO REVIEW ACTIVITIES IN PROGRESS AND TO DISCUSS WAYS THAT THE COMPANY CAN IMPROVE ITS SAFETY PROGRAM, AS WELL AS HOW IT IS WORKING.
11. FURNISH EACH PROJECT WITH CURRENT PUBLICATIONS OF “REASONABLE” SAFETY MANUAL, HAZARD COMMUNICATION PROGRAM, THE OSHA STANDARDS FOR THE CONSTRUCTION INDUSTRY, AND ALL STATE AND LOCAL REQUIREMENTS.
12. WHEN VISITING JOBS, PERFORM A (SMBWA) SAFETY MANAGEMENT BY WALKING AROUND OF THE JOB SITE. DISCUSS FINDING WITH THE FOREMAN.
13. IF A SUBCONTRACTOR REPEATEDLY VIOLATES SAFETY STANDARDS OR REQUIRED COMPLIANCE IS NOT ACCOMPLISHED WITHIN A REASONABLE PERIOD OF TIME, A STOP WORK ACTION MAY BE INVOKED BY THE PRODUCTION MANAGER UNTIL SUCH VIOLATIONS ARE CORRECTED. CHRONIC VIOLATORS SHALL BE RECOMMENDED TO OPERATIONS AND ESTIMATING MANAGEMENT AS UNDESIRABLE SUBCONTRACTORS.
14. ENSURE THAT NO MINOR UNDER THE AGE OF (18) EIGHTEEN IS EMPLOYED BY “REASONABLE” CONSTRUCTION.
15. SET A HIGH STANDARD FOR SAFETY AND HEALTH PRACTICES AND LEAD BY EXAMPLE.

OFFICE MANAGER RESPONSIBILITIES

1. ENSURE THAT ALL REQUIRED DOCUMENTS (INCLUDING THE OSHA INJURY AND ILLNESS LOGS) ARE MAINTAINED.
2. REVIEW ALL ACCIDENT/INJURY REPORTS FOR ACCURACY, DETAIL, AND ENSURE THAT CORRECTIVE ACTIONS HAVE BEEN TAKEN. PROVIDE COPIES OF ACCIDENT/INJURY REPORTS.
3. ENSURE ALL INJURY MANAGEMENT PROCEDURES ARE IMPLEMENTED AND MAINTAINED.
4. SET A HIGH STANDARD FOR SAFETY AND HEALTH PRACTICES AND LEAD BY EXAMPLE.

PROJECT MANAGER’S RESPONSIBILITIES

A PROJECT MANAGER SHOULD UNDERSTAND THE SAFETY AND HEALTH PROGRAM AND BE THE ROLE MODEL FOR ALL “REASONABLE” PERSONNEL SUBCONTRACTORS, CLIENTS AND OWNERS ON THE FOLLOWING RULES AND PROCEDURES:

1. PARTICIPATE IN SAFETY DUTIES BY PERFORMING A (SMBWA) SAFETY MANAGEMENT BY WALKING AROUND OF ALL JOB SITES UNDER HIS JURISDICTION.
2. REASSURE PROPERTY OWNERS ABOUT EFFORTS TO KEEP INCONVENIENCE, DUST, NOISE, VIBRATIONS, ETC., AT A MINIMUM.
3. ENSURE THAT SAFETY POLICIES OF THE COMPANY ARE REVIEWED WITH EACH SUBCONTRACTOR BEFORE PERFORMING ANY TASK ON SITE.
4. COORDINATE AND CREATE A PLAN OF ACTION WITH FOREMAN TO CORRECT POTENTIAL SAFETY HAZARDS ON JOB-SITES.

FOREMAN RESPONSIBILITIES

BECAUSE OF HIS EXPERIENCE AND KNOWLEDGE OF OPERATING PROCEDURES, AND A CLOSE RELATIONSHIP WITH THE EMPLOYEE, THE FOREMAN IS THE KEY PERSON IN THE SAFETY PROGRAM. REGARDLESS OF YOUR TECHNICAL TRAINING OR PRACTICAL EXPERIENCE, “REASONABLE” DOES NOT CONSIDER YOU A COMPETENT OR RESPONSIBLE SUPERVISOR UNLESS YOU ENFORCE SAFE PRACTICES IN YOUR DAILY WORK.

1. KNOW AND ENFORCE ALL SAFETY RULES AND REGULATIONS.
2. INSTRUCT NEW AND EXISTING EMPLOYEES IN SAFE WORKING PRACTICES
3. SEE THAT ALL EMPLOYEES HAVE RECEIVED, READ, AND ACKNOWLEDGED THEIR UNDERSTANDING OF “REASONABLE” SAFETY, DRUG POLICIES, AND OTHER RULES.
4. ENSURE THAT ALL WORK IS PERFORMED IN A SAFE MANNER AND THAT NO UNSAFE CONDITIONS OR EQUIPMENT EXIST. THE FOREMAN IS RESPONSIBLE FOR THE CREW’S SAFETY !
5. BE RESPONSIBLE TO MAINTAIN A SUPPLY OF ALL PERSONAL PROTECTIVE EQUIPMENT, FIRST AID SUPPLIES, FIRE EXTINGUISHERS, ETC., ON THE JOB SITE, FOR USE BY “REASONABLE” EMPLOYEES. ENSURE THAT ALL PERSONAL PROTECTIVE EQUIPMENT IS USED.
6. CORRECT, LOG, AND REPORT ALL UNSAFE CONDITIONS, PRACTICES, OR NEAR MISSES TO YOUR PRODUCTION MANAGER. THE INFORMATION WILL BE DISCUSSED IN THE JOB - SITE SAFETY MEETING AND THE WEEKLY TOOLBOX MEETING. DISCUSS UNSAFE CONDITIONS FOUND, CORRECTIONS MADE, NEAR MISSES, SAFETY TRAINING, AND ANY INJURIES TO AVOID RECURRENCE.
7. SECURE PROMPT MEDICAL ATTENTION FOR ANY INJURED EMPLOYEE.
8. **“TREAT THE PATIENT AND THEN TREAT THE PAPER WORK”.**

9. REPORT ANY INJURY RESULTING IN LOSS OF CONSCIOUSNESS, LOSS OF TIME, OR THE INABILITY TO PERFORM DUTIES OF THE INJURED PERSON'S REGULAR JOB TO YOUR PRODUCTION MANAGER BY COMPLETING THE FOREMAN'S INCIDENT/INJURY REPORT AND DELIVERING IT TO YOUR PRODUCTION MANAGER. EACH ACCIDENT THAT IS DEFINED AS RECORDABLE MUST BE REPORTED ON THE FOREMAN'S INCIDENT/INJURY REPORT WITHIN ONE WORKING DAY. THE INITIAL REPORT OF INJURY AND FOREMAN INJURY REPORT SHOULD BE SENT TO THE OFFICE WITHIN 24 HOURS OF THE ACCIDENT/INCIDENT.

10. ENSURE THE INJURED PERSON OR PERSON CAUSING THE INJURY SUBMITS TO TESTING TO DETERMINE THE PRESENCE OF CONTROLLED SUBSTANCES WITHIN 3 HOURS OF THE INCIDENT.

11. SEE THAT A GROUND FAULT CIRCUIT INTERRUPTER TEST IS COMPLETED FOR ALL OUTLETS AND EXTENSION CORDS AT LEAST QUARTERLY. REPAIR OR DISCARD CIRCUITS OR EXTENSION CORDS PROVEN TO BE FAULTY.

12. INSIST ON GOOD HOUSEKEEPING BY "REASONABLE" EMPLOYEES AND ALL SUBCONTRACTORS' EMPLOYEES.

13. DO NOT LOAN ANY EQUIPMENT OWNED OR RENTED BY "REASONABLE" TO A SUBCONTRACTOR, I.E., SCAFFOLDING, WELDER, AIR COMPRESSOR, CRANE, ETC.

14. WHEN A STATE OSHA COMPLIANCE OFFICER VISITS THE PROJECT, BE COOPERATIVE AND COURTEOUS. NOTIFY THE PRODUCTION MANAGER AS SOON AS YOU CAN, AND IF AT ALL POSSIBLE HAVE THE PRODUCTION MANAGER TOUR THE SITE WITH YOU. MAKE THE OFFICER AWARE OF COMPANY SAFETY PROCEDURES AND PROGRAMS. KEEP A RECORD OF THE COMPLIANCE OFFICER'S NAME, COMMENTS MADE, PHOTOS TAKEN, SUB'S CONTACTS, CORRECTIONS TO MAKE, AND ANY OTHER PERTINENT ITEMS DEALING WITH THE VISIT. SEND A COPY OF THIS REPORT TO THE PRODUCTION MANAGER.

15. ENSURE ADEQUATE VENTILATION AND LIGHTING IN ALL WORK AREAS.

16. ENSURE FRESH DRINKING WATER IS AVAILABLE FOR THE PROJECT.

17. PROTECT THE GENERAL PUBLIC, BOTH VEHICULAR AND PEDESTRIAN, FROM INJURY OR ACCIDENT BY PROVIDING WARNING AND PROTECTIVE DEVICES. IN THE EVENT OF ANY ACCIDENT INVOLVING THE PUBLIC THAT RESULTS IN BODILY INJURY OR PROPERTY DAMAGE, THE FOREMAN MUST MAKE A DETAILED WRITTEN REPORT ON THE DAY OF THE ACCIDENT AND SUBMIT IT TO THE PRODUCTION MANAGER.

18. BE IN COMPLIANCE WITH THE HAZARD COMMUNICATION PROGRAM BY HAVING UPON REQUEST THE FOLLOWING ITEMS: A LIST OF CHEMICALS ON THE JOB - SITE, COPIES OF MATERIAL SAFETY DATA SHEETS (MSDS) FOR ANY HAZARDOUS MATERIALS TO WHICH YOUR JOB SITE IS EXPOSED, AND DOCUMENTED TRAINING FOR EACH EMPLOYEE.

EMPLOYEE RESPONSIBILITIES

NEVER SACRIFICE SAFETY FOR ANYTHING. SAFETY MUST BE CONSIDERED AN INTEGRAL PART OF QUALITY CONTROL, COST REDUCTION, AND JOB EFFICIENCY. **THE WORLD'S BEST KNOWN SAFETY EQUIPMENT WILL NEVER REPLACE A CAREFUL WORKMAN.**

THE DIRECT RESPONSIBILITY OF ALL EMPLOYEES IS THAT NO JOB CAN BE CONSIDERED COMPETENTLY FINISHED UNLESS THE WORKER HAS FOLLOWED EVERY PRECAUTION AND SAFETY RULE TO PROTECT HIM AND FELLOW WORKERS.

1. READ AND ACKNOWLEDGE THE UNDERSTANDING OF "REASONABLE" SAFETY AND HEALTH, DRUG POLICIES.

2. OBSERVE ALL SAFETY RULES AND REGULATIONS.

3. ATTEND THE WEEKLY TOOL BOX SAFETY MEETINGS CONDUCTED BY THE PRODUCTION MANAGER.

4. USE AND MAINTAIN ALL PERSONAL SAFETY DEVICES PROVIDED.

5. MAINTAIN AND PROPERLY USE ALL TOOLS UNDER YOUR CONTROL.

6. CORRECT ALL UNSAFE CONDITIONS AND PRACTICES AND REPORT THEM ALONG WITH ALL NEAR MISSES TO YOUR FOREMAN FOR DISCUSSION IN THE WEEKLY SAFETY TOOL BOX MEETING. THERE WILL BE NO RETALIATION OR DISCIPLINE AGAINST ANY EMPLOYEE REPORTING UNSAFE PRACTICES AND/OR UNSAFE CONDITIONS.

7. REPORT ANY INJURY RESULTING IN LOSS OF CONSCIOUSNESS, LOSS OF TIME, OR THE INABILITY TO PERFORM THE DUTIES OF YOUR REGULAR JOB TO YOUR FOREMAN AND TOGETHER, FILL OUT THE FOREMAN'S INCIDENT/INJURY REPORT FORM. EACH ACCIDENT THAT IS DEFINED AS RECORDABLE MUST BE REPORTED ON THE FOREMAN'S INCIDENT/ACCIDENT REPORT IMMEDIATELY.

DISCIPLINARY PROCEDURES

PURPOSE:

TO PROVIDE GUIDELINES FOR ENFORCEMENT OF SAFETY RULES, POLICIES, PROCEDURES AND DIRECTIVES FROM APPROPRIATE MANAGEMENT PERSONNEL.

RESPONSIBILITIES:

EMPLOYEES WILL BE SUBJECT TO DISCIPLINARY ACTION FOR VIOLATIONS OF SAFETY RULES. SUCH ACTION MAY INCLUDE ANY ONE OR MORE OF THE FOLLOWING

EMPLOYEES SHALL BE AFFORDED OF THE FOLLOWING DEPENDING ON THE SEVERITY OF THE VIOLATION.

1. INSTRUCTIVE COUNSELING AND/OR TRAINING TO ASSURE A CLEAR UNDERSTANDING OF THE INFRACTION AND THE PROPER CONDUCT UNDER COMPANY GUIDELINES. HOWEVER, NOTHING IN "REASONABLE" POLICY OR THIS SAFETY MANUAL WILL PRECLUDE MANAGEMENT FROM TERMINATING AN

EMPLOYEE FOR A SAFETY VIOLATION. THIS IS NOT A PROGRESSIVE DISCIPLINE SYSTEM AND ANY SAFETY VIOLATION MAY LEAD TO AN EMPLOYEE'S TERMINATION WITHOUT PRIOR INSTRUCTION OR WARNING. MANAGEMENT RESERVES THE RIGHT TO IMPOSE WHATEVER DISCIPLINARY ACTION IT DEEMS APPROPRIATE.

2. VERBAL WARNING WITH DOCUMENTATION IN PERSONNEL FILE.
3. WRITTEN WARNING OUTLINING NATURE OF OFFENSE AND NECESSARY CORRECTIVE ACTION WITH DOCUMENTATION IN PERSONNEL FILE.
4. DISCIPLINARY SUSPENSION WITH DOCUMENTATION IN PERSONNEL FILE.
5. TERMINATION.

MANAGEMENT, INCLUDING SUPERVISORY PERSONNEL, SHALL BE SUBJECT TO DISCIPLINARY ACTION FOR THE FOLLOWING REASONS:

1. REPEATED SAFETY RULE VIOLATIONS BY THEIR JOB-SITE EMPLOYEES.
2. FAILURE TO PROVIDE ADEQUATE TRAINING PRIOR TO JOB ASSIGNMENT.
3. FAILURE TO REPORT ACCIDENTS AND PROVIDE MEDICAL ATTENTION TO EMPLOYEES INJURED AT WORK.
4. FAILURE TO CONTROL UNSAFE CONDITIONS OR WORK PRACTICES REPORTED BY JOB-SITE EMPLOYEES OR BY JOB OBSERVATIONS.

EMPLOYEE TRAINING

PURPOSE: TO PROVIDE REQUIRED TRAINING TO ALL EMPLOYEES.

RESPONSIBILITY

1. PRODUCTION MANAGER SHALL ASSURE THAT APPROPRIATE TRAINING MATERIAL IS PROVIDED TO THE FOREMAN'S AND CREWS', ASSURING APPROPRIATE TRAINING IS CONDUCTED. SIGNED DOCUMENTATION SHALL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE.
3. DOCUMENTATION SHALL CONSIST OF, SPECIFICALLY WHAT WAS TAUGHT, WHO ATTENDED AND WHO DID THE TEACHING. ALL ATTENDEES AND THE INSTRUCTOR SHALL SIGN AND DATE THE FORM.

EMPLOYEE RULES

STANDARDS OF CONDUCT

COMMONLY ACCEPTED STANDARDS OF CONDUCT HELP MAINTAIN GOOD RELATIONSHIPS BETWEEN PEOPLE. THEY PROMOTE RESPONSIBILITY AND SELF-DEVELOPMENT. YOU CAN AVOID MISUNDERSTANDINGS, FRICTIONS AND DISCIPLINARY ACTION BY AVOIDING THOUGHTLESS OR WRONG ACTS, SUCH AS THE FOLLOWING:

1. FAILURE TO PERFORM WORK, INEFFICIENT PERFORMANCE, INCOMPETENCE OR NEGLECTED WORK.
2. WILLFUL REFUSAL TO PERFORM WORK AS DIRECTED (INSUBORDINATION).
3. NEGLIGENCE IN OBSERVING REGULATIONS, POOR HOUSEKEEPING, OR FAILURE TO REPORT ON - THE - JOB INJURIES OR UNSAFE CONDITIONS.
4. UNEXCUSED OR EXCESSIVE ABSENCE OR TARDINESS.
5. FAILURE TO CALL FOREMAN OR MANAGER WITHIN ONE HOUR AFTER THE SCHEDULED START TIME EACH DAY OF ABSENCE.
6. UNWILLINGNESS OR INABILITY TO WORK IN HARMONY WITH OTHERS. DISCOURTESY, IRRITATION, FRICTION OR CONDUCT CREATING DISHARMONY.
7. HORSEPLAY, FIGHTING, THREATENING, INTIMIDATING OR COERCING OTHERS ON COMPANY PREMISES.
8. BRINGING UNAUTHORIZED WEAPONS, FIREARMS OR EXPLOSIVES ON COMPANY PREMISES.
9. HARASSING OR DISCRIMINATING AGAINST ANOTHER INDIVIDUAL.
10. FAILURE TO BE PREPARED FOR WORK BY WEARING THE APPROPRIATE CONSTRUCTION CLOTHING OR BRINGING THE NECESSARY TOOLS.
11. VIOLATION OF ANY OTHER COMMONLY ACCEPTED REASONABLE RULE OF RESPONSIBLE PERSONAL CONDUCT.

INTOLERABLE OFFENSES

CERTAIN EMPLOYEE CONDUCT MAY BE SO INTOLERABLE AS TO JUSTIFY IMMEDIATE DISCHARGE. INTOLERABLE OFFENSES AND ACTIONS WILL INCLUDE, BUT WILL NOT BE LIMITED TO:

1. DISHONESTY OR FALSIFICATION IN ANY FORM OR DEGREE.
2. DAMAGE, LOSS OR DESTRUCTION OF COMPANY, EMPLOYEE, OR CUSTOMER PROPERTY DUE TO WILLFUL OR NEGLIGENT ACTS.
3. UNAUTHORIZED POSSESSION, REMOVAL OR USE OF PROPERTY BELONGING TO THE COMPANY, CUSTOMERS OR OTHER EMPLOYEES.
4. SAFETY VIOLATIONS THAT ENDANGER SELF OR OTHER EMPLOYEES

ENFORCEMENT/DISCIPLINE

1. FOR MINOR OFFENSES WITH MINOR CONSEQUENCES, AN EMPLOYEE WILL BE EXPECTED TO AGREE TO IMPROVE BEHAVIOR. OFFENSES MAY LATER BE RECORDED AS A WARNING.
2. SUSPENSION OR DISCHARGE WILL RESULT FROM MAJOR OFFENSES, THOSE WITH SERIOUS OR COSTLY CONSEQUENCES, OR FOR REPEATED MINOR OFFENSES OF MINOR CONSEQUENCES FOR WHICH AN EMPLOYEE SHOWS A LACK OF RESPONSIBLE EFFORT TO CORRECT DEFICIENCIES.
3. DISCIPLINE IS INTENDED TO PRESERVE GOOD CONDITIONS FOR OTHER EMPLOYEES AND ENCOURAGE EACH EMPLOYEE TO BE A RESPONSIBLE AND

CONSCIENTIOUS PERSON. VIOLATIONS WILL BE KEPT ON FILE FOR A PERIOD OF SIX MONTHS. "REASONABLE" EMPLOYEES SHALL BE ISSUED A WARNING NOTIFICATION FOR ALL UNSAFE ACTS FOR THE FOLLOWING:

- A. VIOLATING "REASONABLE" SAFETY POLICY.
- B. COMMITTING UNSAFE ACTS.
- C. ACCIDENTS CAUSED BY NEGLIGENCE.

ENFORCEMENT/DISCIPLINE (SAFETY VIOLATIONS ONLY)

FIRST OFFENSE – EMPLOYEE WILL RECEIVE A WRITTEN WARNING.

SECOND OFFENSE – EMPLOYEE WITH RECEIVE A TWO (2) DAY SUSPENSION WITHOUT PAY.

THIRD OFFENSE – EMPLOYEE WILL BE DISCHARGED.

AT WILL EMPLOYMENT POLICY

1. "REASONABLE" RESERVES THE RIGHT TO DISCONTINUE EMPLOYMENT AT ANY TIME FOR ANY REASON OR NO REASON, WITH OR WITHOUT NOTICE. EMPLOYEES ALSO RESERVE THE SAME RIGHT.
2. NOTHING CONTAINED IN THE SAFETY MANUAL, OR ANY OTHER PERSONNEL MATERIALS WHICH MAY BE ISSUED, CREATE A BINDING CONTRACT OR OTHER OBLIGATION OR LIABILITY BY THE COMPANY.
3. "REASONABLE" RESERVES THE RIGHT TO REPORT THE ILLEGAL REMOVAL OF COMPANY OR EMPLOYEE PROPERTY, POSSESSION OR USE OF FIREARMS AND EXPLOSIVES, USE OR TRAFFICKING OF ILLEGAL DRUGS TO LAW ENFORCEMENT OFFICIALS, AND TO TURN OVER TO THE CUSTODY OF LAW ENFORCEMENT OFFICIALS ANY SUCH STOLEN PROPERTY, FIREARMS, EXPLOSIVES, ILLEGAL DRUGS, AND/OR PERSON(S) INVOLVED WITH SAID PROPERTY.

INJURY MANAGEMENT

AN INJURY MANAGEMENT PROGRAM IS A POST INJURY PROCEDURE DESIGNED TO ENSURE QUALITY MEDICAL CARE, CONTAIN MEDICAL COSTS, REDUCE OPPORTUNITIES FOR LITIGATION AND RETURN INJURED WORKERS TO FULL GAINFUL EMPLOYMENT IN THE EARLIEST POSSIBLE TIME.

MANAGEMENT'S ROLE

THE SOARING COST OF WORKER'S COMPENSATION INSURANCE TO OUR COMPANY WILL BE CONTAINED. RATHER THAN ACCEPTING INJURY RELATED EXPENSES AS A FIXED COST OF DOING BUSINESS, WE WILL BE PROACTIVE IN THIS PROGRAM TO FOCUS OUR RESOURCES ON:

1. EDUCATING OUR EMPLOYEES.
2. LOSS REPORTING.
3. UTILIZATION OF MEDICAL PROVIDERS.

4. RETURN TO WORK (RTW).

5. DOCUMENTATION.

THE SUCCESS OF THIS PROGRAM IS DEPENDENT ON A STRONG PARTNERSHIP BETWEEN OUR MANAGEMENT STAFF, EMPLOYEES, MEDICAL CARE PROVIDERS AND OUR INSURANCE COMPANY.

RETURN TO WORK (RTW)

TO EFFECTIVELY MANAGE THE COSTS INCURRED AS A RESULT OF WORK RELATED INJURIES, THE FOLLOWING EIGHT POINT PLAN WILL BE CLOSELY FOLLOWED AND MONITORED:

1. ENSURE THAT INITIAL TREATMENT IS PROVIDED. IMMEDIATELY FOLLOWING AN INJURY, PROVIDE THE NECESSARY FIRST AID, AND THEN SEND THE EMPLOYEE TO A MEDICAL PROVIDER AS REQUIRED. DOCUMENT ALL DETAILS OF THE DATE AND TIME OF THE INJURY, THE TYPE OF FIRST AID PROVIDED AND THE NAME OF THE PHYSICIAN, CLINIC OR HOSPITAL WHERE THE EMPLOYEE RECEIVED TREATMENT.
2. NOTIFY CLAIMS. CONTACT OUR CLAIM OFFICE IMMEDIATELY FOLLOWING AN INJURY, PREFERABLY BY PHONE OR FAX.
3. PROVIDE THE JOB FUNCTION EVALUATION FORM TO TREATING PHYSICIAN. THIS INFORMATION SHOULD INCLUDE:
 - A. A DESCRIPTION OF THE EMPLOYEE'S CURRENT JOB, WITH DETAILS ON POSTURES (STANDING, SITTING, WALKING) AND PHYSICAL DEMANDS (LIFTING WEIGHT AND FREQUENCY, HOURS WORKED, TOOL USAGE, ETC.).
 - B. A COPY OF THE INJURY REPORT DESCRIBING HOW THE INJURY OCCURRED IF AVAILABLE.
 - C. A STATEMENT OF OUR COMPANY'S POSITION ON RETURNING INJURED EMPLOYEES TO WORK.
4. ATTENDING PHYSICIAN'S REPORT. IT IS CRITICAL TO OBTAIN THE TREATING PHYSICIAN'S RESPONSE TO ANY WORK RESTRICTIONS OUR INJURED WORKER MAY HAVE. IF THE DOCTOR HAS THE JOB FUNCTION EVALUATION AS A GUIDE, AN INFORMED RESPONSE SHOULD BE OBTAINABLE.
5. CONTACT THE EMPLOYEE. EMPLOYEE CONTACT SHOULD BE MADE IN PERSON OR BY PHONE WITHIN 24 HOURS. UPON CONTACT, RELAY THE FOLLOWING TO THE EMPLOYEE:
 - A. REASSURE THE EMPLOYEE OF OUR COMPANY'S COMMITMENT TO THEIR WELL - BEING.
 - B. ASSESS THE EMPLOYEE'S UNDERSTANDING OF THE TREATMENT HE OR SHE RECEIVED.
 - C. ASK IF THE EMPLOYEE HAS ANY SPECIFIC QUESTIONS ABOUT FUTURE PLANS, TREATMENT, ETC.
6. FOLLOW UP WITH THE PHYSICIAN. WITHIN 24 HOURS OF INITIAL TREATMENT OBTAIN DETAILS REGARDING RECOMMENDED ADDITIONAL TREATMENT, RETURN TO WORK EXPECTATIONS AND SPECIFIC JOB RESTRICTIONS. DISCUSS A SPECIFIC TIMETABLE FOR THE EMPLOYEE'S RETURN TO WORK.

7. MAINTAIN CONTACT WITH THE EMPLOYEE, PHYSICIAN AND THE CLAIMS HANDLER. DURING THE EMPLOYEE'S ABSENCE FROM WORK, WE WILL CONTINUE TO MONITOR PROGRESS AS FOLLOWS:

A. CONTACT THE EMPLOYEE AT LEAST ONCE EVERY WEEK TO INQUIRE ABOUT THEIR RECOVERY AND EXPRESS OUR CONCERN FOR THEIR RETURN TO GOOD HEALTH.

B. CONTACT THE PHYSICIAN PERIODICALLY TO DISCUSS RECOVERY PROGRESS AND ANY CHANGES IN THE TIMETABLE FOR THE EMPLOYEE'S RETURN TO WORK.

C. KEEP OUR CLAIM HANDLER INFORMED ABOUT THE EMPLOYEE'S RETURN TO WORK STATUS.

8. ESTABLISH AN INJURY MANAGEMENT RECORD. (REFER TO THE INJURY MANAGEMENT CHECKLIST FILE EXHIBIT). FOR EACH CASE INVOLVING LOST TIME AND/OR FOLLOW UP MEDICAL TREATMENT, ESTABLISH AN INJURY MANAGEMENT RECORD. AT A MINIMUM, THIS RECORD SHOULD INCLUDE:

A. A COPY OF THE INJURY REPORT.

B. DOCUMENTATION OF INITIAL TREATMENT.

C. COPIES OF MEDICAL BILLS.

D. A LOG OF ALL PHONE CONVERSATIONS WITH THE EMPLOYEE, PHYSICIAN AND CLAIM REPRESENTATIVE.

E. PROGRESS REPORTS FROM THE PHYSICIAN.

F. ALL ACTIVITIES REGARDING TREATMENT AND RECOVERY SHOULD BE LOGGED AND DOCUMENTED WHENEVER POSSIBLE. EXPLAIN ANY PROGRESS TOWARD RETURN TO WORK AND DISCUSS THIS WITH OUR CLAIM REPRESENTATIVE AND THE PHYSICIAN OR OTHER PARTIES INVOLVED. INDICATE THE DATE THE EMPLOYEE RETURNED TO WORK AND IN WHAT CAPACITY (FULL DUTY, PART - TIME, LIMITED PHYSICAL ACTIVITY, ETC.).

INJURY MANAGEMNT CHECKLIST FILE

INTRODUCTION

A MEDICAL CASE FILE (A.K.A. INJURY MANAGEMENT CHECKLIST) SHOULD BE MAINTAINED ON EVERY EMPLOYEE INJURY REQUIRING MEDICAL TREATMENT IF LOST WORK TIME IS ANTICIPATED DUE TO A WORKPLACE ACCIDENT. THESE MEDICAL FILES SHOULD BE SEPARATED FROM THE STANDARD EMPLOYEE FILES AND SECURED APART FROM ALL OTHER FILE INFORMATION BEING MAINTAINED ON THE INJURED EMPLOYEE.

MEDICAL FILE CONTENTS

ALL DOCUMENTATION CONCERNING THE TREATMENT OF AN EMPLOYEE INJURY SHOULD BE MAINTAINED IN THIS FILE. THIS INCLUDES A COPY OF THE EMPLOYER'S FIRST REPORT OF INJURY, COPY OF THE EMPLOYEE'S FIRST REPORT OF INJURY (IF REQUIRED BY THE STATE), MEDICAL BILLS RECEIVED, MEDICAL BILLS PAID, AND CORRESPONDENCE TO AND FROM ALL PARTIES INVOLVED UNTIL

THE INJURED WORKER RETURNS TO FULL GAINFUL EMPLOYMENT WITHOUT MEDICAL RESTRICTIONS.

PURPOSE

THERE ARE SEVERAL GOOD BUSINESS REASONS TO MAINTAIN A MEDICAL CASE MANAGEMENT FILE. THESE INCLUDE:

1. MAINTAINING STRICT CONFIDENTIALITY BETWEEN INJURED EMPLOYEE AND EMPLOYER.
2. THE SECURING OF DATA NECESSARY TO MANAGE THE CLAIM.
3. PROVIDING A CHECKLIST FOR THE COMPANY REPRESENTATIVE MANAGING THE CASE WHICH DOCUMENTS ACTIONS TAKEN TO PROTECT THE RIGHT OF THE COMPANY AND THE INJURED EMPLOYEE.
4. PROVIDES FOR A MONITORING SYSTEM TO KEEP COMPANY MANAGEMENT CURRENT ON THE STATUS OF THE INJURED EMPLOYEE AND PROGRESS BEING MADE ON GETTING THAT INDIVIDUAL BACK INTO THE NORMAL WORKFLOW.

PROCEDURES FOR ACCIDENT/ INCIDENT INVESTIGATION

ALL ACCIDENTS (WITH OR WITHOUT INJURIES), OR INCIDENTS, MUST IMMEDIATELY BE INVESTIGATED. THIS APPLIES TO ANY ACCIDENT/INCIDENT INVOLVING EMPLOYEES, SUBCONTRACTORS, CUSTOMERS, TRESPASSERS, EQUIPMENT.

PROCEDURE

1. INCIDENT REPORTS – EMPLOYEES, SUBS, CUSTOMERS, TRESPASSERS, DAMAGED EQUIPMENT.
 - A. FOREMAN'S REPORT OF INJURY (OR LOSS) – FOREMAN FILL OUT
 - B. PHYSICIAN'S STATEMENT & MEDICAL RELEASE– USE IF INJURY REQUIRES TREATMENT BY DOCTOR.
2. PICTURES – DIGITAL OR OTHER PICTURES.
3. SEND A COPY OF ALL REPORTS, INCLUDING PICTURES, TO YOUR PRODUCTION MANAGER FOR FILING.
4. IMPORTANCE OF AN INVESTIGATION – LAWSUITS MAY BE FILED MANY MONTHS DOWN THE ROAD AND WITNESSES MAY HAVE DISAPPEARED OR VICTIMS OR WITNESSES RECALL OF THE INCIDENT HAS DIMMED OR BEEN CHANGED THROUGH COERCION OR PRESSURE.
5. WHEN AN ACCIDENT OCCURS, REMEMBER, TREAT THE PATIENT, TAKE CARE OF THE ACCIDENT OR INCIDENT FIRST, AND THEN, DO THE PAPERWORK.
6. REPORT ALL ACCIDENTS, INJURIES AND INCIDENTS, NO MATTER HOW SMALL, TO YOUR IMMEDIATE SUPERVISOR IN ORDER TO PROPERLY TAKE CARE OF THE PROBLEM.

7. THE FOLLOWING PROCEDURES FOR FIRST AID RECORDABLE AND LOST TIME CASES ARE DESIGNED TO HELP LOWER THE FREQUENCY AND EXPERIENCE MODIFICATION RATES OF “REASONABLE” WORKERS COMPENSATION. WHEN AN EMPLOYEE HAS A JOB RELATED INJURY/ILLNESS THE FOLLOWING IS TO TAKE PLACE:

- A. EVERY POSSIBLE EFFORT WILL BE MADE BY THE FOREMAN TO TREAT THE INJURY/ILLNESS FROM THE FIRST AID BOX ON THE JOB-SITE.
- B. IF THE FOREMAN AND/OR THE EMPLOYEE FEELS FURTHER TREATMENT IS NECESSARY, THE EMPLOYEE WILL BE TAKEN TO ONE OF THE “REASONABLE” MEDICAL PROVIDERS. THE PERSON WHO ACCOMPANIES THE INJURED EMPLOYEE IS TO INSTRUCT THE MEDICAL PROVIDER TO:
 - 1. SCREEN THE INJURED PERSON FOR CONTROLLED SUBSTANCES IN HIS OR HER SYSTEM
 - 2. CONTACT “REASONABLE” FOR TREATMENT AUTHORIZATION.
- C. WHEN THE INJURED EMPLOYEE IS SENT TO A MEDICAL PROVIDER, THE FOREMAN WILL NOTIFY “REASONABLE” TO EXPLAIN THE TYPE OF TREATMENT THE INJURED RECEIVED.
- E. A COPY OF THE INJURY/ILLNESS REPORT WILL BE KEPT ON FILE IN CASE THERE ARE ANY COMPLICATIONS AND THE EMPLOYEE NEEDS FURTHER TREATMENT.
- F. IF COMPLICATIONS OCCUR, THE INJURY WILL BE CONSIDERED A NEW ACCIDENT AND THE CLAIM WILL BE TURNED OVER TO THE WORKER’S COMPENSATION CARRIER.
- G. IF AN INJURY IS FOUND TO BE COMPENSABLE, THE CLAIM WILL AUTOMATICALLY BE REPORTED TO THE WORKER’S COMPENSATION CARRIER BY THE PRODUCTION MANAGER.

DRUG AND ALCOHOL TESTING POLICY

GENERAL STATEMENT:

“REASONABLE”, (HEREINAFTER REFERRED TO AS THE COMPANY) IS COMMITTED TO A SAFE, PRODUCTIVE, AND DRUG - FREE ENVIRONMENT AND PROMOTING THE GENERAL HEALTH AND WELL-BEING OF ALL EMPLOYEES. HOWEVER, THIS COMMITMENT IS JEOPARDIZED WHEN EMPLOYEES ILLEGALLY USE DRUGS OR ALCOHOL ON THE JOB, COME TO WORK UNDER THE INFLUENCE, OR MANUFACTURE, POSSESS, DISTRIBUTE OR SELL DRUGS IN THE WORKPLACE. THEREFORE, IN ORDER TO ACHIEVE THE COMPANY’S OBJECTIVES OF SAFETY, PRODUCTIVITY, HEALTH, AND WELL-BEING IN THE WORK PLACE, THE COMPANY ESTABLISHES THE FOLLOWING POLICY:

- 1. IT IS VIOLATIONS OF COMPANY POLICY FOR EMPLOYEES TO MANUFACTURE, POSSES, DISTRIBUTE OR SELL, OR OFFER FOR SALE, ILLEGAL DRUGS OR OTHERWISE ENGAGE IN THE ILLEGAL USE OF DRUGS OR ALCOHOL ON THE JOB.
- 2. IT IS A VIOLATION OF COMPANY POLICY FOR ANYONE TO REPORT TO WORK UNDER THE INFLUENCE OF ILLEGAL DRUGS OR ALCOHOL.

3. IT IS A VIOLATION OF COMPANY POLICY FOR ANYONE TO USE PRESCRIPTION DRUGS ILLEGALLY.

4. VIOLATIONS OF THIS POLICY ARE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

- 5. ANY EMPLOYEE INJURED WHILE ON THE JOB WILL BE SUBJECT TO DRUG AND ALCOHOL SCREENING, ANY EMPLOYEE WHICH IS FOUND TO HAVE:
 - 1.) ILLEGAL NARCOTICS
 - 2.) EXCESSIVE DOSAGE OF PRESCRIPTION NARCOTICS (OTHER THAN PRESCRIBED AND MADE KNOWN TO THE EMPLOYER PRIOR TO INJURY)
 - 3.) OTHER UNLAWFUL SUBSTANCE(S) IN HIS/HER SYSTEM
- THE EMPLOYER WILL NOT BE HELD LIABLE FOR PAYMENT OF THE MEDICAL SERVICES RENDERED AS THE EMPLOYEE HAS NEGLIGENTLY CONTRIBUTED TO HIS/HER OWN INJURIES BY BREECING THE EMPLOYMENT POLICIES OF THE EMPLOYER, ANY AMOUNT DUE TO THE MEDICAL SERVICE COMPANY WILL BE DEDUCTED FROM THE EMPLOYEES FUTURE PAY AND THE EMPLOYEE WILL RECEIVE A COPY OF THE MEDICAL BILL ALONG WITH RESULTS OF THE DRUG SCREENING AS PROOF OF THE BREECH OF AGREEMENT.

DRUG AND ALCOHOL TESTING PROGRAM

THE COMPANY SHALL TEST EMPLOYEES AND PROSPECTIVE EMPLOYEES FOR THE PRESENCE OF DRUGS OR ALCOHOL IN ACCORDANCE WITH THE PROVISIONS OF THIS POLICY AND AS A CONDITION OF EMPLOYMENT. THE TESTING POLICY ALSO APPLIES TO THE EMPLOYER AND ALL MANAGEMENT PERSONNEL.

- 1. PRE HIRE/PROBATION TESTING. ALL PROSPECTIVE EMPLOYEES WILL BE DRUG TESTED PRIOR TO ACTUALLY STARTING WORK. SUCH TESTING IS A CONDITION OF EMPLOYMENT AND EMPLOYEES WHO REFUSE TO BE TESTED OR WHO TEST POSITIVE WILL NOT BE HIRED OR WILL BE TERMINATED. ALL NEWLY HIRED EMPLOYEES WILL BE SUBJECT TO ADDITIONAL TESTING ACCORDING TO THE FOLLOWING PROVISIONS OF THIS POLICY.
- 2. RANDOM TESTING. NO LESS THAN 2% TO 5% OF THE EMPLOYEE GROUP WILL BE TESTED EACH MONTH. THOSE TO BE TESTED WILL BE SELECTED BY SCIENTIFIC RANDOM SAMPLE.
- 3. POST - ACCIDENT TESTING. EMPLOYEES INVOLVED IN ANY INCIDENT WHICH RESULTS IN DAMAGE TO OR LOSS OF COMPANY PROPERTY, OR A CLAIM OF WORK RELATED INJURY OR ILLNESS REQUIRING MEDICAL CARE (OTHER THAN FIRST AID), MUST SUBMIT TO TESTING BEFORE LEAVING EITHER THE JOB SITE OR THE CLINIC WHERE TREATMENT FOR THE INJURY OCCURRED. REFUSAL OR AVOIDANCE OF TESTING CAN RESULT IN SEVERE DISCIPLINARY MEASURES INCLUDING TERMINATION. ALL SUPERVISORS MUST ADVISE THE OFFICE OF ANY INCIDENTS AS SOON AS POSSIBLE.
- 4. “FOR CAUSE” TESTING. AN EMPLOYEE WILL BE REQUIRED TO SUBMIT TO A DRUG TEST IF THE COMPANY HAS REASONABLE SUSPICION TO BELIEVE THAT THE EMPLOYEE IS IMPAIRED DUE TO THE INFLUENCE OF DRUGS OR ALCOHOL.

5. POST - REHABILITATION TESTING. AN EMPLOYEE WHO SUCCESSFULLY COMPLETES A COMPANY APPROVED SUBSTANCE ABUSE PROGRAM AND IS ALLOWED TO RETURN TO WORK, SHALL BE SUBJECT TO ADDITIONAL TESTING, THE SCHEDULE AND FREQUENCY OF WHICH SHALL BE BASED UPON THE RECOMMENDATION OF THE REHABILITATION SERVICE.

DISCIPLINE & CORRECTIVE ACTION

UPON RECEIPT OF A VERIFIED OR CONFIRMED POSITIVE DRUG OR ALCOHOL TEST RESULT WHICH INDICATES A VIOLATION OF THIS POLICY, OR UPON THE REFUSAL OF A CURRENT EMPLOYEE OR PROSPECTIVE EMPLOYEE TO PROVIDE A TEST SAMPLE, THE COMPANY SHALL USE THE TEST RESULT OR REFUSAL AS THE BASIS FOR DISCIPLINARY AND/OR CORRECTIVE ACTION WHICH INCLUDES THE FOLLOWING:

1. THE COMPANY WILL REFUSE TO HIRE A PROSPECTIVE EMPLOYEE WHO TESTS POSITIVE OR REFUSES TO TAKE A TEST. CURRENT EMPLOYEES WHO REFUSE TO PARTICIPATE IN THE TESTING PROGRAM SHALL BE TERMINATED.
2. A CURRENT EMPLOYEE, WHO TESTS POSITIVE, MAY BE TERMINATED FROM EMPLOYMENT.

COMPANY VEHICLE POLICY

VEHICLE POLICY PURPOSE:

1. "REASONABLE" COMPANY VEHICLES ARE TO BE OPERATED IN STRICT COMPLIANCE WITH MOTOR VEHICLE LAWS OF THE JURISDICTION IN WHICH THEY ARE DRIVEN AND WITH THE UTMOST REGARD FOR THEIR CARE AND COST EFFICIENT USE.
2. "REASONABLE" COMPANY VEHICLES MAY NOT BE USED FOR BUSINESS ACTIVITIES OF OTHER COMPANIES OR PERSONAL USE.

DRIVER QUALIFICATIONS:

"REASONABLE" COMPANY DRIVERS OR ANYONE AUTHORIZED TO DRIVE THE COMPANY VEHICLES, AND EMPLOYEES DRIVING ON COMPANY BUSINESS MUST HAVE A VALID DRIVER'S LICENSE ISSUED IN THE STATE OF MICHIGAN FOR THE CLASS OF THE VEHICLE BEING OPERATED AND THEY MUST BE ABLE TO DRIVE A VEHICLE. OBTAINING A DRIVER'S LICENSE IS A PERSONAL EXPENSE.

DRIVER QUALIFICATIONS ARE AS FOLLOWS:

1. AUTHORIZED EMPLOYEE OF "REASONABLE"
2. MUST BE AT LEAST 18 YEARS OF AGE.
3. MUST MEET LICENSING REQUIREMENTS.
4. ALL CURRENT EMPLOYEES WHO DRIVE ON COMPANY BUSINESS MUST PROVIDE "REASONABLE" WITH A CURRENT COPY OF THE MICHIGAN DRIVER'S LICENSE.

DRIVER RESPONSIBILITIES

EACH DRIVER IS RESPONSIBLE FOR THE ACTUAL POSSESSION, CARE AND USE OF A "REASONABLE" COMPANY VEHICLE AND PERSONAL VEHICLE WHEN USED FOR "REASONABLE" BUSINESS. THEREFORE, A DRIVER'S RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. OPERATION OF THE VEHICLE IN A MANNER CONSISTENT WITH REASONABLE PRACTICES THAT AVOID ABUSE, THEFT, NEGLIGENCE OR DISRESPECT OF THE EQUIPMENT.
2. OBEY ALL TRAFFIC LAWS, INCLUDING SEAT BELT LAW.
3. ADHERING TO MANUFACTURER'S RECOMMENDATIONS REGARDING SERVICE, MAINTENANCE AND INSPECTION.
4. VEHICLES SHOULD NOT BE OPERATED WITH ANY DEFECT THAT WOULD PREVENT SAFE OPERATION.
5. RESTRICTING THE USE OF VEHICLES TO AUTHORIZED DRIVER ONLY (FOR COMPANY VEHICLES).
6. REPORTING THE OCCURRENCE OF MOVING VIOLATIONS.
7. ACCURATE, COMPREHENSIVE AND TIMELY REPORTING OF ALL ACCIDENTS BY AN AUTHORIZED DRIVER AND THEFTS OF A COMPANY VEHICLE TO THE COMPANY PRODUCTION MANAGER.

PREVENTATIVE MAINTENANCE

1. TO RETAIN THE SAFETY AND INTEGRITY OF THE "REASONABLE" VEHICLES, "REASONABLE" CONSTRUCTION WILL PROVIDE THE NECESSARY RESOURCES TO ENSURE ALL COMPANY VEHICLES ARE OPERATING AT THEIR BEST. ALL ROUTINE MOTOR VEHICLE MAINTENANCE WILL BE DONE ACCORDING TO THE MANUFACTURER'S SPECIFICATIONS. CRITICAL COMPONENTS THAT MUST ALWAYS BE MAINTAINED AND PROMPTLY REPAIRED ARE; BRAKES, TIRES, SUSPENSION, STEERING, LIGHTS, MIRRORS, WINDOWS, AND WINDSHIELD WIPERS.
2. AUTHORIZED DRIVERS ARE REQUIRED TO PROPERLY MAINTAIN THEIR VEHICLES AT ALL TIMES. VEHICLES SHOULD NOT BE OPERATED WITH ANY DEFECT THAT WOULD INHIBIT SAFE OPERATION DUE TO CURRENT AND FORESEEABLE WEATHER AND LIGHTING CONDITIONS.

PREVENTIVE MAINTENANCE SUCH AS REGULAR OIL CHANGES, LUBRICATION AND TIRE PRESSURE AND FLUID CHECKS DETERMINE TO A LARGE EXTENT WHETHER YOU WILL HAVE A RELIABLE, SAFE VEHICLE TO DRIVE AND SUPPORT WORK ACTIVITIES. YOU SHOULD HAVE PREVENTIVE MAINTENANCE COMPLETED ON YOUR VEHICLE AS REQUIRED IN THE OWNER'S MANUAL.

TRAFFIC VIOLATIONS AND ACCIDENTS

TRAFFIC VIOLATIONS

1. FINES FOR PARKING OR MOVING VIOLATIONS ARE THE PERSONAL RESPONSIBILITY OF THE ASSIGNED OPERATOR. THE COMPANY WILL NOT

CONDONE NOR EXCUSE IGNORANCE OF TRAFFIC CITATIONS THAT RESULT IN COURT SUMMONS BEING DIRECTED TO “REASONABLE”

2. EACH DRIVER IS REQUIRED TO REPORT ALL MOVING VIOLATIONS TO THE PRODUCTION MANAGER WITHIN 24 HOURS. THIS REQUIREMENT APPLIES TO VIOLATIONS INVOLVING THE USE OF ANY VEHICLE (COMPANY, PERSONAL OR OTHER) WHILE ON COMPANY BUSINESS. FAILURE TO REPORT VIOLATIONS MAY RESULT IN APPROPRIATE DISCIPLINARY ACTION, DEPENDING ON SERIOUSNESS OF VIOLATION.
3. PLEASE BE AWARE THAT TRAFFIC VIOLATIONS INCURRED DURING NON-BUSINESS (PERSONAL USE) HOURS WILL AFFECT YOUR DRIVING STATUS AS WELL AND ARE SUBJECT TO REVIEW.

ACCIDENTS INVOLVING COMPANY VEHICLES

IN THE EVENT OF AN ACCIDENT:

1. DO NOT ADMIT NEGLIGENCE OR LIABILITY.
2. DO NOT ATTEMPT SETTLEMENT, REGARDLESS OF HOW MINOR.
3. GET NAME, ADDRESS AND PHONE NUMBER OF INJURED PERSON AND WITNESS IF POSSIBLE.
4. EXCHANGE VEHICLES’ IDENTIFICATION, INSURANCE COMPANY NAME AND POLICY NUMBERS WITH THE OTHER DRIVER.
5. TAKE A PHOTOGRAPH OF THE SCENE OF ACCIDENT IF POSSIBLE.
6. CALL THE POLICE IF INJURY TO OTHERS IS INVOLVED. YOU MAY WANT TO CALL POLICE EVEN IF THERE ARE NO INJURIES.
7. COMPLETE THE ACCIDENT REPORT IN YOUR VEHICLE.
8. TURN ALL INFORMATION OVER TO YOUR PRODUCTION MANAGER WITHIN 24 HOURS.

IF YOU ARE INVOLVED IN AN ACCIDENT:

1. STOP AT ONCE! CHECK FOR PERSONAL INJURIES AND SEND FOR AN AMBULANCE, IF NEEDED. DO NOT LEAVE THE SCENE, BUT ASK FOR THE ASSISTANCE OF BYSTANDERS.
2. IF FIRE OR SMOKE IS PRESENT, EVACUATE VEHICLE OCCUPANTS TO A SAFE LOCATION. IF STALLED ON A RAILROAD TRACK, EVACUATE OCCUPANTS TO A SAFE LOCATION AWAY AND AT A RIGHT ANGLE FROM THE TRACKS.
3. IF FIRE, SMOKE OR SPILLED FUEL IS PRESENT, SEND FOR THE FIRE DEPARTMENT. DO NOT LEAVE THE SCENE; ASK A BYSTANDER TO CALL THE FIRE DEPARTMENT. IF POSSIBLE, USE A SPILL KIT TO ABSORB THE SPILL.
4. PROTECT THE SCENE. SET EMERGENCY WARNING DEVICES TO PREVENT FURTHER INJURY OR DAMAGE. SECURE YOUR VEHICLE AND ITS CONTENTS FROM THEFT.
5. SECURE ASSISTANCE OF THE POLICE WHENEVER POSSIBLE. RECORD NAMES AND BADGE NUMBERS.

6. RECORD NAMES, ADDRESSES AND PHONE NUMBERS OF ALL WITNESSES, WHETHER INJURED AND DRIVER(S) AND THEIR PASSENGERS. RECORD VEHICLE LICENSE NUMBERS.
7. DO NOT ARGUE! MAKE NO STATEMENT EXCEPT TO THE PROPER AUTHORITIES. SIGN ONLY OFFICIAL POLICE REPORTS. DO NOT MAKE STATEMENTS REGARDING THE OPERATING CONDITION OF YOUR VEHICLE AND DO NOT ADMIT TO FAULT.
8. REPORT THE INCIDENT TO YOUR DISPATCHER/SUPERVISOR IMMEDIATELY AFTER FIRST AID HAS BEEN GIVEN, AUTHORITIES HAVE BEEN NOTIFIED, THE SCENE HAS BEEN PROTECTED AND YOU ARE ABLE TO DO SO.
9. COMPLETE THE INCIDENT REPORT AT THE SCENE AS THOROUGHLY AS POSSIBLE. EXCHANGE INSURANCE INFORMATION ONLY WITH OTHER INVOLVED DRIVER(S).
10. IF YOU STRIKE AN UNATTENDED VEHICLE AND CANNOT LOCATE THE OWNER, LEAVE A NOTE WITH YOUR NAME AND PHONE NUMBER, GET THE VEHICLE DESCRIPTION VIN NUMBER AND LICENSE PLATE NUMBER.

CELL PHONE USE POLICY

1. KEEP YOUR HANDS ON THE WHEEL AND YOUR EYES AND MIND ON THE ROAD WHILE DRIVING. DO NOT ATTEMPT TO LOOK NUMBERS UP, TAKE DOWN MESSAGES, OR MANUAL DIAL THE PHONE WHEN DRIVING.

PERSONAL PROTECTIVE EQUIPMENT

EYE PROTECTION

EYE INJURIES ARE ONE OF THE MOST FREQUENT CAUSES OF INJURY IN THE CONSTRUCTION INDUSTRY. THE FOLLOWING ARE THE REQUIREMENTS FOR WEARING EYE PROTECTION.

EYE PROTECTION IS REQUIRED ON ALL PROJECTS IN THE CONSTRUCTION AREA WHEN THE FOLLOWING CONDITIONS EXIST:

1. ALL TYPES OF HAMMERS, SAWS, CHIPPING TOOLS, BROOMS, GRINDERS, IMPACT TOOLS, AND DRILLS, CHEMICALS, HAZARDOUS SUBSTANCES SUCH AS INSULATION, CONCRETE MIX, AND OTHER SUBSTANCES WHICH CREATE HAZARDOUS DUST, MISTS, AND FUMES, INCLUDING CONCRETE POURING, DRY PACKING, AND GROUTING.
2. EMPLOYEES, VISITORS, AND VENDORS WHO ARE IN THE IMMEDIATE AREA OF THE ABOVE OPERATIONS WILL ALSO BE REQUIRED TO WEAR EYE PROTECTION GEAR.
3. APPROVED EYE PROTECTION, SUCH AS SAFETY GLASSES, FACE SHIELDS, BURNING GOGGLES, WELDING HELMETS, CHEMICAL GOGGLES, WILL BE PROVIDED AND IS REQUIRED ON ALL ACTIVITIES WHERE THE POTENTIAL OF ANY EYE INJURY EXISTS.

HEAD PROTECTION

HARD HATS ARE TO BE WORN CORRECTLY, AT ALL TIMES, UNTIL ALL OVERHEAD HAZARDS WHERE THE POSSIBILITY OF DAMAGE TO THE HEAD FROM IMPACT OF FALLING OBJECTS NO LONGER EXIST. ALL WORKERS MUST BE IN POSSESSION OF THEIR HARD HAT AT ALL TIMES.

HEARING PROTECTION

SINCE CONDITIONS ARE CHANGING CONSTANTLY IN THE AREA WHERE YOU WORK, AN EASY RULE OF THUMB TO FOLLOW FOR THE USE OF HEARING PROTECTION IS:

“IF YOU HAVE TROUBLE UNDERSTANDING CONVERSATION WITH SOMEONE THREE TO FIVE FEET AWAY FROM YOU, BECAUSE OF THE SURROUNDING NOISE, YOU ARE REQUIRED TO OBTAIN HEARING PROTECTION.”

EAR PROTECTION:

EAR PROTECTION DEVICES SHALL BE PROVIDED WHENEVER IT IS NOT FEASIBLE TO REDUCE NOISE LEVELS OR DURATION OF EXPOSURE.

FULL BODY HARNESS AND LANYARDS:

1. A FULL BODY HARNESS SHALL BE WORN WHEN WORKING IN AN ELEVATED WORK AREA WHERE THERE IS NO HANDRAIL PROTECTION SUCH AS, BUT NOT LIMITED TO FOLLOWING:

- A. WITHIN SIX FEET OF ROOF OR PLATFORM EDGES.
- B. ON SCAFFOLDS WITHOUT HANDRAILS.
- C. ON SWING STAGES.
- D. ON BOATSWAIN CHAIRS.
- E. ON EQUIPMENT AND STRUCTURES.

2. TIE-OFF OF 100 PERCENT IS REQUIRED WHEN WORKING SIX FEET OR MORE ABOVE SOLID GROUND OR ABOVE TEMPORARY AND PERMANENT FLOORS OR PLATFORMS WHEN GUARDRAILS ARE NOT PROVIDED. THIS WILL REQUIRE THE EMPLOYEE TO USE ONE OF THE FOLLOWING:

- A. A DOUBLE LANYARD.
- B. LIFELINE.
- C. STATIC LINE.

3. NEVER ATTACH SAFETY HARNESS OVER SHINGLES.

CLOTHING, BOOTS, AND GLOVES (NOT SUPPLIED BY THE COMPANY)

- 1. FULL - LENGTH TROUSERS SHALL BE WORN.
- 2. SHIRTS WITH A MINIMUM OF TEE - SHIRT LENGTH SLEEVES.

3. LEATHER OVER THE ANKLE WORK BOOT WITH A HEAVY SOLE (NO TENNIS SHOES).

4. ALL SUBCONTRACTORS WILL BE REQUIRED TO WEAR LEATHER OVER THE ANKLE BOOTS WITH A HEAVY SOLE.

5. GLOVES SHALL BE WORN WHERE PROTECTION IS NEEDED AGAINST CONCRETE, ROUGH OR SHARP OBJECTS, HOT MATERIALS, CAUSTIC OR ABRASIVE MATERIAL, OR CHEMICALS WHICH COULD HARM THE SKIN.

6. SHIRTS CUT OFF AT THE MIDRIF, CUTOFFS, SWEATPANTS, MOON BOOTS, SANDALS, JOGGING SHOES, ETC., ARE PROHIBITED. SUBCONTRACTORS AND VISITORS ARE REQUIRED TO MAINTAIN THE SAME DRESS CODE.

RESPIRATORY PROTECTION

IF WORK REQUIRING RESPIRATORY PROTECTION IS PERFORMED THE FOLLOWING GUIDELINES WILL BE FOLLOWED:

- 1. ONLY RESPIRATORS APPROVED FOR WORK CONDITIONS WILL BE USED.
- 2. PERSONS WORKING IN AREAS SUCH AS ENCLOSED OR CONFINED SPACES WHERE THEY COULD BE OVERCOME BY THE TOXIC FUMES WILL WORK ONLY IF AN OUTSIDE MAN IS PRESENT.
- 3. IF DISPOSABLE RESPIRATORS ARE USED THEY WILL BE ASSIGNED ON AN INDIVIDUAL BASIS. IF REUSABLE RESPIRATORS ARE USED, THEY WILL BE CLEANED AND DISINFECTED AFTER EACH USE.
- 4. IF THE USE OF A RESPIRATOR IS REQUIRED FOR A CERTAIN TASK, EMPLOYEES PERFORMING THESE TASKS SHALL BE TRAINED IN THE PROPER USE AND CARE OF A RESPIRATOR.
- 5. AIR PURIFYING RESPIRATORS WILL BE REQUIRED AND SHOULD BE SUPPLIED ON ALL ACTIVITIES (I.E., CONCRETE GRINDING, INDOOR SWEEPING, JACK - HAMMERING, ETC.) WHEN DUST EXPOSURE IS ABOVE PEL LIMITS.
- 6. ATMOSPHERE - SUPPLYING RESPIRATORS WILL BE SUPPLIED WHEN CONDITIONS WARRANT AND AFTER CONSULTATION WITH THE FOREMAN.

FIRST AID

- 1. EVERY TRUCK HAS A FIRST AID BOX. IT IS THERE FOR YOU AND YOUR FELLOW EMPLOYEES TO USE. IT IS NOT THERE AS A SUPPLY FOR YOUR PERSONAL FIRST AID BOX
- 2. SECURE PROMPT MEDICAL ATTENTION FOR ANY INJURED EMPLOYEE.

EMERGENCY PROCEDURES

IN CASE OF EMERGENCY SUCH AS A FIRE, ACCIDENT OR INCIDENT, SEND SOMEONE TO CALL IT IN WHILE YOU AND/OR OTHERS TAKE CARE OF THE EMERGENCY. REMEMBER, TAKE CARE OF THE PROBLEM FIRST AND THE PAPERWORK SECOND. WHEN AN EMERGENCY DOES ARISE, LET THE FOREMAN KNOW ABOUT THE EMERGENCY SO THEY CAN CONTACT THE PRODUCTION MANAGER AND FILL OUT THE NECESSARY PAPERWORK.

TOOL BOX SAFETY MEETING

1. TOOL BOX SAFETY MEETINGS ARE DESIGNED TO TEACH YOU, DEMONSTRATE SAFE WORKING PROCEDURES AND DISCUSS UNSAFE CONDITIONS, NEAR MISSES, AND INJURIES ALONG WITH THE CORRECTIVE MEASURES TO TAKE TO PREVENT RECURRENCES.
2. YOUR ATTENDANCE AND PARTICIPATION IS **REQUIRED** AND BE SURE TO SIGN THE SIGNUP SHEET.

PROTECTION FOR THE GENERAL PUBLIC

1. PROTECT THE GENERAL PUBLIC FROM INJURY OR ACCIDENT BY PROVIDING WARNING AND PROTECTIVE DEVICES (I.E., SIGNS, FLAGS, LIGHTS, BARRICADES) ON PEDESTRIAN WALKWAYS TO KEEP THEM FREE FROM OBSTACLES OR OBSTRUCTION.
2. WHERE VEHICULAR TRAFFIC NEEDS TO BE RE-ROUTED, POST A FLAGMAN.
3. KEEP SPECTATORS (ESPECIALLY CHILDREN) AWAY FROM THE JOB-SITE. ALWAYS BE COURTEOUS BUT FIRM IN DEALING WITH THE PUBLIC.
4. IN THE EVENT OF ANY ACCIDENT INVOLVING THE PUBLIC THAT RESULTS IN INJURY OR PROPERTY DAMAGE, THE FOREMAN SHALL MAKE A DETAILED WRITTEN REPORT ON THE DAY OF ACCIDENT, SUBMITTING IT TO THE PROJECT MANAGER.

THEFT AND VANDALISM

SAFEGUARD THE JOB-SITE FROM THEFT AND VANDALISM. "REASONABLE" AND ITS SUBCONTRACTORS ON OPEN JOB - SITES ARE EASY PREY TO VANDALS. A PLAN SHOULD BE IMPLEMENTED TO PROTECT THE JOB - SITE FROM THE FOLLOWING.

1. THEFT BY EMPLOYEES AND THE PUBLIC.
2. VANDALISM BY EMPLOYEES, EX-EMPLOYEES, LOCAL GANGS, OR CHILDREN.
3. FIRE BY ARSON OR ACCIDENT.
4. ATTRACTIVE NUISANCE RESULTING IN INJURY OR DEATH.
5. JOB-SITE SECURITY SYSTEM SHOULD CONSIDER THE IMPLEMENTATION OF AT LEAST THE FOLLOWING:
 - A. CAREFUL SCHEDULING OF MATERIAL, (KEEP EXCESS MATERIALS OFF THE JOB-SITE).
 - D. AREA SHOULD BE LIGHTED AT NIGHT AND VISIBLE FROM ADJACENT STREETS WHERE POSSIBLE.
 - E. SMALL HIGH VALUE ITEMS SHOULD BE STORED IN LOCKED ENCLOSURES.

HEAT/COLD STRESS MANAGEMENT

COLD STRESS

1. WORKERS SHALL BE TRAINED IN THE SIGNS/SYMPTOMS OF COLD STRESS. THEY SHOULD ALSO BE INSTRUCTED ON THE PRECAUTIONARY MEASURES TO BE TAKEN

TO PREVENT COLD STRESS AND IMMEDIATE FIRST AID ACTIONS TO BE TAKEN IN THE EVENT OF OVEREXPOSURE.

2. PAIN IN THE EXTREMITIES IS OFTEN THE FIRST SIGN OF COLD STRESS AND SHIVERING A SECOND AND MORE ADVANCED SIGN; IF EITHER OF THESE SIGNS BECOMES NOTICEABLE SEEK SHELTER.
3. ALWAYS WEAR WARM DRY CLOTHING. IF CLOTHING BECOMES DAMP, DRY CLOTHES SHALL BE CHANGED INTO IMMEDIATELY.
4. GLOVES SHALL BE WORN IN COLD TEMPERATURES TO PREVENT LOSS OF MANUAL DEXTERITY WHICH MAY CONTRIBUTE TO ACCIDENTS. THE COMBINED EXPOSURE TO COLD TEMPERATURES AND VIBRATING TOOLS SHALL BE AVOIDED.
5. FOR WORK TEMPERATURES BELOW 20° F, HEATED SHELTERS SHALL BE PROVIDED AND WORK/REST REGIMENS ESTABLISHED.
6. COLD STRESS PREVENTION SHALL BE MENTIONED IN TOOL BOX TALKS AND INCLUDED IN PRE-TASK PLANNING.

HEAT STRESS

1. WORKERS SHALL BE TRAINED IN THE SIGNS/SYMPTOMS OF HEAT STRESS. THEY SHOULD ALSO BE INSTRUCTED ON THE PRECAUTIONARY MEASURES TO BE TAKEN IN THE EVENT OF OVEREXPOSURE.
2. SUITABLE WORK/REST REGIMENS SHALL BE IMPLEMENTED. COOL/SHADED AREAS SHALL BE DESIGNATED AS WORKER REST AREAS.
3. VENTILATION IN EMPLOYEE WORK AREAS SHALL BE EVALUATED. PORTABLE FANS SHOULD BE CONSIDERED IN "STILL" AREAS.
4. HEAT STRESS PREVENTION SHALL BE MENTIONED IN TOOL BOX TALKS AND INCLUDED IN PRE-TASK PLANNING. LABOR INTENSIVE TASKS SHALL BE PLANNED FOR EARLY MORNING AND LATE EVENING HOURS WHEN TEMPERATURES ARE LOWEST.
5. WORKERS WHO ARE UNACCUSTOMED TO PHYSICALLY DEMANDING WORK IN HOT ENVIRONMENTS SHALL BE MONITORED CLOSELY WHEN STARTING CHALLENGING JOBS.

FALL PROTECTION

PURPOSE:

TO CONTROL THE HAZARDS CAUSING FALLS AND PREVENTS EMPLOYEES FROM SUFFERING INJURY IN THE EVENT OF A FALL FROM ELEVATIONS.

ANCHORAGE

1. AN ANCHORAGE IS A SECURE POINT OF ATTACHMENT FOR LANYARDS, LIFELINES. OR DECELERATION DEVICES CAPABLE OF WITHSTANDING THE ANTICIPATED FORCES APPLIED DURING A FALL.
2. ANCHORAGE PLANNING IS THE KEY TO DESIGNING FALL ARREST SYSTEMS.
3. THE ANCHORAGE POINT SHOULD BE POSITIONED ON AN INDEPENDENT STRUCTURE AND USED FOR SECURING A LIFELINE OR LANYARD. AN ANCHORAGE POINT SHOULD BE LOCATED ABOVE THE WORKER TO AVOID UNNECESSARY SWING IN THE EVENT OF A FALL. THE ANCHORAGE POINT SHOULD BE CAPABLE OF SUPPORTING 5,400 POUNDS MINIMUM STRENGTH FOR FALL PROTECTION SYSTEMS ALLOWING FREE FALLS UP TO 6 FEET. ALTERNATIVELY, RETRACTING LIFELINES PERMITTING FREE FALLS OF 2 FEET OR LESS REQUIRE ANCHORAGE POINTS CAPABLE OF SUPPORTING ONLY 3000 POUNDS.
4. ANCHORAGE POINTS MUST BE ENGINEERED BY A QUALIFIED PERSON. THIS INDIVIDUAL MUST BE CAPABLE OF DETERMINING THE REQUIRED STRENGTH, LOCATION AND DESIGN OF THE SELECTED ANCHORAGE TO MEET THE REQUIREMENTS OF THE CONSTRUCTION ACTIVITY. EACH ANCHORAGE POINT MUST BE CAREFULLY PLANNED INTO THE JOB TO PROVIDE CONTINUOUS AND COMPLETE PROTECTION DURING THE WORK TASK.
5. SELECTING ANCHORAGE POINTS REQUIRES EVALUATING THE FOLLOWING CHARACTERISTICS:
 - A. **STRENGTH.** THE STRENGTH OF AN ANCHORAGE POINT IS ITS MOST IMPORTANT CHARACTERISTIC BECAUSE FAILURE OF ANY ANCHORAGE IS LIKELY TO RESULT IN AN UNPROTECTED FALL. THE REQUIRED STRENGTH FOR A FALL ARREST SYSTEM ULTIMATELY DEPENDS ON THE POTENTIAL FORCES APPLIED AND THE INTEGRITY OF THE ANCHORAGE COMPONENT SELECTED.
 - B. **INDEPENDENCE.** ANCHORAGE POINTS FOR FALL ARREST SYSTEMS SHOULD BE INDEPENDENT OF THE WORKING PLATFORM AND ITS ANCHORAGE.
 - C. **HEIGHT.** THE PRIMARY CONSIDERATION IN DETERMINING ANCHORAGE POINT HEIGHT IS TO MINIMIZE FREE FALL TO THE SHORTEST DISTANCE POSSIBLE. THE SHORTER THE FREE FALL, THE LESS IMPACT FORCE EXPERIENCED DURING FALL ARREST.
 - D. **CLEARANCE.** THE TOTAL FALL DISTANCE MUST BE DETERMINED TO ENSURE THE HEIGHT AND LOCATION OF THE ANCHORAGE IS SUFFICIENT TO PREVENT COLLISION INJURY WITH THE GROUND OR OTHER OBJECTS.
 - E. **IDENTIFICATION.** ANCHORAGE POINTS MUST BE IDENTIFIED BY A QUALIFIED PERSON. EMPLOYEES SHOULD BE EDUCATED ABOUT WHAT IS (AND WHAT IS NOT) CONSIDERED ACCEPTABLE ANCHORAGE. WHEN PRACTICAL, ANCHORAGES SHOULD BE LABELED BY PAINTING THE APPROVED LOCATIONS SO WORKERS KNOW EXACTLY WHERE TO SECURE FOR PROPER ANCHORAGE.

FALL HAZARD CONTROL PARTICIPATION

EXECUTION OF "REASONABLE" FALL PROTECTION PROGRAM REQUIRES PARTICIPATION BY ALL "REASONABLE" EMPLOYEES, SUBCONTRACTORS, AND

OTHER ON - SITE PERSONNEL. THIS NECESSARY PARTICIPATION MAY BE ACHIEVED THROUGH ONE OF SEVERAL DIFFERENT MEANS. THE MOST COMMON IS A WEEKLY SAFETY MEETING DISCUSSION AND JOB SPECIFIC TRAINING FOR APPLICATIONS REQUIRING FALL PROTECTION AS WORK PROGRESSES.

PROCEDURE:

1. EQUIPMENT AND SYSTEMS SHALL BE DESIGNED AND IMPLEMENTED BASED ON THE PROJECT SAFETY PLAN TO ENSURE THAT FALL PROTECTION IS PROVIDED TO ALL EMPLOYEES. ELEMENTS OF THE PROJECT SAFETY PLAN SHOULD INCLUDE METHODS TO ENSURE APPROPRIATE ANCHORAGE IS PROVIDED THROUGHOUT THE CONSTRUCTION PROJECT. WORK WITH FALL EXPOSURES THAT EXCEED SIX (6') FEET REQUIRES A FALL PROTECTION SAFETY PLAN DESIGNED SPECIFICALLY FOR THAT PROJECT. THE PLAN MUST BE SUBMITTED TO PROJECT MANAGEMENT PRIOR TO ANY WORK.
2. ALL EMPLOYEES ON "REASONABLE" JOBS MUST USE FALL PROTECTION SUCH AS LIFE LINES AND RAILINGS WHEN WORKING WITHIN SIX (6') FEET OF OPEN-SIDED ROOFS, LEDGES, CATWALKS OR WHEN PARAPETS ARE LESS THAN FORTY TWO (42") INCHES HIGH. EMPLOYEES MUST BE TIED OFF AT THE TIME WHEN EXPOSED TO A FALL, WHICH MAY REQUIRE THE USE OF A LANYARD SYSTEM.
3. ONLY APPROVED FULL-BODY HARNESS SHALL BE WORN WHEN EXPOSED TO A FALL OF SIX (6') FEET OR GREATER.
4. DAISY-CHAINING OF FALL PROTECTION DEVICES IS STRICTLY PROHIBITED.
5. IT IS IMPORTANT TO KNOW THE DIFFERENCE BETWEEN FALL RESTRAINT AND FALL ARREST. IF THERE IS A POTENTIAL FOR A FALL, THEN A FALL ARREST SYSTEM MUST BE UTILIZED. FALL ARREST SYSTEMS REQUIRE USE OF A FULL BODY HARNESS.
6. IF AND WHEN A STATIC LINE SYSTEM IS UTILIZED, DOCUMENTATION WILL BE REQUIRED TO DEMONSTRATE THE EFFECTIVENESS OF THAT SYSTEM.

PERIMETER GUARDING

EDGE PROTECTION & FLOOR OPENINGS

1. ALL WALL OPENINGS FROM WHICH THERE IS A DROP OF MORE THAN FOUR FEET AND THE BOTTOM OF THE OPENING IS LESS THAN THREE FEET ABOVE THE WORKING SURFACE AND MORE THAN 12 INCHES OR 16 INCHES WIDE WILL BE GUARDED WITH A STANDARD RAILING. A STANDARD RAILING IS MEASURED FROM THE FLOOR AND CONSISTS OF A TOP RAIL AT 42 INCHES, INTERMEDIATE RAIL AT 21 INCHES AND A TOE - BOARD. ALL WALL OPENINGS FROM WHICH THERE IS A DROP OF 6 FEET OR MORE SHALL BE GUARDED TO PREVENT EMPLOYEES AND/OR MATERIALS FROM FALLING TO THE LOWER LEVEL. IF THE OPENING EXTENDS TO A DISTANCE OF LESS THAN 4 FEET ABOVE THE WORKING SURFACE, TOE BOARDS SHALL BE INSTALLED. OPEN SIDED FLOORS 6 FEET ABOVE THE GROUND OR ADJACENT FLOORS SHALL HAVE FALL PROTECTION INSTALLED. RUNWAYS 4 FEET

OR MORE ABOVE THE FLOOR OR GROUND LEVEL SHALL NORMALLY HAVE GUARDRAILS AND TOE BOARDS. STAIRWAYS HAVING FOUR (4) OR MORE STEPS SHALL BE EQUIPPED WITH HANDRAILS.

2. FLOOR AND ROOF OPENINGS MEASURING 12 INCHES OR MORE IN THEIR SMALLEST DIMENSIONS SHOULD BE GUARDED BY A STANDARD RAILING OR COVER. THE COVER SHOULD BE CAPABLE OF SUPPORTING THE MAXIMUM LOAD TO WHICH IT WILL BE SUBJECTED, AND BE PROPERLY INSTALLED TO PREVENT ACCIDENTAL DISPLACEMENT.

3. THE COVER SHALL BE MARKED BY A READABLE SIGN THAT SAYS "OPEN HOLE".

4. ROOF LEVEL – WARNING OR PERIMETER GUARDING SHOULD BE ROPE OR CABLE, FLAGGED WITH HIGHLY VISIBLE BITS OF MATERIAL HANGING FROM THE WARNING LINES AT FREQUENT INTERVALS AND BE INSTALLED 42 INCHES ABOVE THE ROOF SURFACE TO WARN EMPLOYEES THAT THEY ARE APPROACHING THE EDGE OF THE ROOF. STANCHIONS SUPPORTING WARNING LINES SHALL BE INSTALLED SECURELY.

5. THE WARNING LINES SHALL HAVE A MINIMUM BREAKING STRENGTH OF 500 POUNDS AND BE PLACED NO CLOSER THAN 6 FEET FROM THE ROOF EDGE. THE WARNING LINES SHALL BE ERECTED EITHER AROUND THE COMPLETE PERIMETER OF THE ROOF OR ONLY IN THE AREA OF THE ROOF WHERE WORK IS BEING ACCOMPLISHED, PROVIDED THE WORK PROGRESSES IN SUCH A MANNER AS TO PROVIDE CONTINUOUS WARNING TO EMPLOYEES IN THE WORK AREA WHEN THEY ARE APPROACHING THE ROOF EDGE. A SAFETY MONITOR MAY ALSO BE USED. (IF THE ROOF IS GREATER THAN 50 FEET WIDE A WARNING LINE, AND SAFETY MONITOR MUST BE USED).

FLOOR OPENINGS THROUGH WHICH MEN OR MATERIAL MAY FALL SHALL BE COVERED OR GUARDED, EXCEPT WHERE THE ENTRYWAY LEADS TO A LADDER OR STAIRS. COVERS SHALL BE SECURED AGAINST MOVEMENT. REMOVABLE COVERS SHALL BE LABELED, "FLOOR OPENING DO NOT REMOVE". ANY COVER, GUARDRAIL, OR HANDRAIL THAT MUST BE REMOVED SHALL BE REPLACED IMMEDIATELY UPON COMPLETION OF TASK REQUIRING REMOVAL OR BEFORE LEAVING THE OPENING UNATTENDED.

SIGNS, BARRICADES, AND FLAGGING

1. SIGNS, BARRICADES AND FLAGGING SHALL BE USED TO PROTECT EMPLOYEES FROM HAZARDS SUCH AS EXCAVATIONS/TRENCHES, SWING RADIUS OF CRANES, WALL AND FLOOR OPENINGS, ROOF EDGES, PROPANE TANKS, AND ANY OTHER SITUATION WHERE EMPLOYEES COULD BE EXPOSED TO SERIOUS HARM OR DANGER.

2. BARRICADES AND FLAGGING SHALL NOT BE CROSSED WITHOUT FIRST IDENTIFYING THE HAZARD AND ASKING QUESTIONS BEFORE CROSSING IF THE HAZARD DOES NOT SEEM OBVIOUS. SIGNS SUCH AS DANGER AND CAUTION SHALL BE IDENTIFIED AS A PROBLEM. SIGNS, BARRICADES AND FLAGGING REMOVED TO

COMPLETE A SPECIFIC TASK, SUCH AS BRINGING IN MATERIAL, SHALL BE REPLACED WHEN TASK IS COMPLETED.

3. BARRICADE TAPES AND WARNING SIGNS ARE A TEMPORARY METHOD OF PROTECTING AND WARNING PERSONNEL OF HAZARDOUS CONDITIONS, BUT ARE NOT A SUBSTITUTE FOR PHYSICAL BARRIER GUARDING WHERE A HAZARDOUS CONDITION PRESENTS A POTENTIAL FOR SERIOUS INJURY OR DEATH.

4. DO NOT LEAVE OPENINGS, FLOORS, WALKWAYS, OR CATWALKS WITHOUT PROPER GUARDING INSTALLED. IT IS THE RESPONSIBILITY OF THE FOREMAN PERFORMING THE WORK TO ENSURE THE PROTECTION AND SAFETY OF ALL PERSONNEL AFFECTED BY THE OPERATION.

LADDERS, SCAFFOLDS & AERIAL LIFTS

PURPOSE

TO OUTLINE THE MINIMUM SAFETY STANDARDS FOR LADDERS, SCAFFOLDS, AND AERIAL LIFTS. ALSO ALL LADDERS, SCAFFOLDS AND AERIAL LIFTS MUST MEET OSHA SAFETY REGULATIONS AND REQUIREMENTS.

EMPLOYEES WORKING ON LADDERS:

ANYTIME AN EMPLOYEE IS WORKING AND IS EXPOSED TO A FALL HAZARD IN EXCESS OF SIX (6') VERTICAL FEET AS MEASURED FROM THE SOLE OF THEIR SHOE, PERSONAL FALL PROTECTION SHALL BE USED.

EXCEPTIONS:

1. MAINTAINS AT LEAST THREE POINTS OF CONTACT WITH THE LADDER AT ALL TIMES.
2. MAINTAINS CENTER OF BODY BETWEEN THE LADDERS VERTICAL SUPPORTS WHILE PERFORMING WORK ON A LADDER.

GENERAL PORTABLE LADDER REQUIREMENTS:

1. A METAL SPREADER/LOCKING DEVICE OF SUFFICIENT STRENGTH TO SECURELY HOLD THE FRONT AND BACK SECTIONS IN OPEN POSITIONS SHALL BE WORKING, A COMPONENT OF EACH STEPLADDER.
2. DO NOT USE THE TWO TOP RUNGS OF A LADDER.
3. LADDERS SHALL BE INSPECTED PRIOR TO EACH USE.
4. DAMAGED LADDERS SHALL BE TAGGED AS "DANGEROUS, DO NOT USE" AND BE WITHDRAWN FROM SERVICE.
5. LADDERS SHALL NOT BE PLACED IN FRONT OF DOORS OPENING TOWARD THE LADDER UNLESS DOOR IS BLOCKED OPEN, LOCKED, OR POSTED OR GUARDED.
6. LADDERS SHALL BE EQUIPPED WITH NON - SLIP BASES.
7. ASCEND/DESCEND ON SIDE APPROVED FOR SUCH.
8. WHEN ASCENDING/DESCENDING, CLIMBER MUST FACE THE LADDER.
9. ONLY ONE PERSON ON LADDER AT A TIME.
10. A 32' LADDER REQUIRES A 33' ROPE.

11. WHEN STORING, LADDERS MUST BE LAID ON THEIR SIDE OR SECURED WITH A CHAIN, CABLE OR APPROVED STORAGE DEVICE WHEN STORED UPRIGHT.
12. EXTENSION LADDERS MUST BE ADEQUATELY SECURED AT THE TOP.
13. A MINIMUM OF A THIRTY SIX (36") INCH OVERLAP ABOVE LANDING IS REQUIRED FOR EXTENSION LADDERS.
14. MANUFACTURER'S INFORMATION MUST BE ON THE SIDE OF THE LADDER.
15. FOLLOW THE 4:1 RULE: THE DISTANCE FROM THE LADDER'S BASE TO THE VERTICAL SIDE OF SUPPORT SHALL BE ONE FOURTH OF ITS SUPPORTED LENGTH.
16. POST AND/OR SECURE AREA WITH CONES OR BARRIER TAPE TO KEEP AREA SEPARATE FROM OTHER EMPLOYEES.
17. CARRY TOOLS OR EQUIPMENT IN TOOL BELTS OR BAGS, HANDED UP OR DOWN TO DIFFERENT LEVELS, OR LIFTED BY A MECHANICAL HOIST.

GENERAL FIXED LADDER REQUIREMENTS

1. ROPE MUST BE 5/16" IN DIAMETER NON-ROTTING POLYPROPYLENE HOISTING ROPE.
2. DISTANCE BETWEEN RUNGS SHALL NOT EXCEED TWELVE (12") INCHES AND SHALL BE UNIFORM THROUGHOUT.
3. MINIMUM LENGTH OR RUN SHALL BE SIXTEEN (16") INCHES.
4. THE REQUIRED CLEARANCE BETWEEN LADDER RUNGS AND NEAREST PERMANENT OBJECT ON THE BACK SIDE OF THE LADDER.

LADDERS

1. AN EMPLOYEE SHALL NOT USE A LADDER THAT HAS BROKEN, LOOSE, OR CRACKED RUNGS, SIDE RAILS OR BRACES. IF SUCH CONDITIONS ARE NOTED, REMOVE FROM SERVICE AND NOTIFY THE FOREMAN SO THAT THE LADDER MAY BE REPAIRED OR REPLACED.
2. EMPLOYEES SHALL NOT WORK ON OR ABOVE THE THIRD RUNG OF AN EXTENSION LADDER OR ON THE TOP TWO STEPS OF A LADDER. IN THAT WAY THE "BELT BUCKLE RULE" WILL BE IN PLACE, ALLOWING THE BODY TO ALWAYS STAY INSIDE THE RAILS OF THE LADDER.
3. WHEN ASCENDING OR DESCENDING LADDERS, EMPLOYEES SHALL HAVE HANDS FREE TO GRIP THE SIDES OR RUNGS WITH BOTH HANDS, AND SHALL ALWAYS BE FACING THE LADDER.
4. JOB - MADE LADDERS SHALL BE CONSTRUCTED SO THAT CLEATS WILL BE INSET INTO SIDE RAILS ONE HALF INCH OFF FILLER BLOCKS USED. CLEATS SHALL BE UNIFORMLY SPACED, 12 INCHES TOP TO TOP.
5. LADDERS SHALL NEVER BE USED AS A PLATFORM, RUNWAY, OR SCAFFOLD.

SCAFFOLDS

WHEN WORKING ON SCAFFOLDS, FOLLOW THESE GUIDELINES:

1. BEFORE STARTING WORK ON A SCAFFOLD, INSPECT VISUALLY TO DETERMINE THAT:

- A. HANDRAILS, MIDRAILS, TOEBOARDS, AND DECKING ARE IN PLACE.
- B. WHEELS ARE LOCKED ON MOVABLE SCAFFOLDS.
- C. LOCKING PINS ARE IN PLACE AT EACH JOINT.
2. PERSONNEL MUST WEAR SAFETY HARNESSSES AND BE PROPERLY TIED OFF ON ANY SCAFFOLD PLATFORM OVER 10' AND, THAT IS NOT EQUIPPED WITH STANDARD HANDRAILS, MIDRAILS OR COMPLETE DECK.
3. DO NOT CHANGE OR REMOVE SCAFFOLD MEMBERS UNLESS AUTHORIZED.
4. NO ONE IS ALLOWED TO RIDE ON A ROLLING SCAFFOLD WHEN IT IS BEING MOVED. REMOVE OR SECURE ALL TOOLS AND MATERIAL ON THE DECK BEFORE MOVING.
5. DO NOT CLIMB ON, OR WORK FROM, ANY SCAFFOLD HANDRAIL, MIDRAIL, OR BRACE MEMBER. USE THE LADDER TO GET ON THE SCAFFOLD.
6. ALL SCAFFOLDS MUST BE ERECTED LEVEL AND PLUMB, ON A FIRM BASE.
7. SCAFFOLDS MUST BE TIED OFF OR STABILIZED WITH OUTRIGGERS WHEN THE HEIGHT IS MORE THAN THREE TIMES THE SMALLER DIMENSION. SCAFFOLDS MUST ALSO BE TIED OFF HORIZONTALLY EVERY 30 (30') FEET.
8. WHEN SPACE PERMITS, ALL SCAFFOLD PLATFORMS MUST BE EQUIPPED WITH STANDARD 42 - INCH HIGH HANDRAILS RIGIDLY SECURED (NOT WIRED), STANDARD 21 - INCH MIDRAILS, COMPLETELY DECKED WITH SAFETY PLANK OR MANUFACTURED SCAFFOLD DECKING, AND RIGIDLY SECURED TOEBOARDS, ALL FOUR SIDES.
9. ADJUSTING OR LEVELING SCREWS SHALL NOT BE USED ON SCAFFOLDS EQUIPPED WITH WHEELS. ADJUSTING SCREWS SHALL NOT BE EXTENDED FOR MORE THAN 12 INCHES OF THREAD.
10. BE SURE YOU KNOW THE SAFE WORKING LOADS ON ALL SCAFFOLDS.
11. ROLLING SCAFFOLDS SHALL BE USED ONLY ON LEVEL, SMOOTH SURFACES, OR THE WHEELS MUST BE CONTAINED IN WOODEN OR CHANNEL IRON RUNNERS. WATCH FOR OVERHEAD CLEARANCE WHEN MOVING. CASTERS MUST BE PINNED.
12. DO NOT ALTER ANY SCAFFOLD MEMBER BY WELDING, BURNING, CUTTING, DRILLING, OR BENDING.
13. DO NOT STACK BRICK, TILE, BLOCK OR SIMILAR MATERIAL HIGHER THAN TWENTY FOUR (24") INCHES ON THE SCAFFOLD DECK.
14. DO NOT RIG FROM SCAFFOLD HANDRAILS, MIDRAILS, OR BRACES.
15. PATENTED METAL SCAFFOLDING.
 - A. GENERALLY, PARTS AND SECTIONS OF SCAFFOLDING MADE BY ONE MANUFACTURER ARE NOT TO BE USED WITH ANOTHER MANUFACTURER'S.
16. SUSPENDED SCAFFOLDING.
 - A. SWINGING STAGES, TOOTHPICKS, BOATSWAIN CHAIRS, FLOATS, AND NEEDLE BEAMS REQUIRE SPECIAL APPROVAL PRIOR TO USE.
 - B. ATTACH AND SECURE SAFETY BELT BEFORE STEPPING ON THESE SCAFFOLDS AND DO NOT REMOVE UNTIL CLEAR OF THE SCAFFOLD. TIE OFF TO INDEPENDENT LIFELINE OR BUILDING STRUCTURE.
17. DECKING.

A. PLANKS OF TWO-INCH SCAFFOLD GRADE LUMBER OR LAMINATED WOOD. STORE SCAFFOLDING PLANKS ON DUNNAGE SEPARATELY FROM ORDINARY LUMBER.

B. MANUFACTURED ALUMINUM DECKING. USE FOR SCAFFOLDS ONLY.

18. ALL SCAFFOLDING WILL BE ERECTED PER THE MANUFACTURER'S INSTRUCTIONS AND WILL MEET THE GUIDELINES OUTLINED IN OSHA CONSTRUCTION STANDARDS.

19. FOOTING AND/OR ANCHORAGE SHALL BE SOUND, RIGID AND CAPABLE OF CARRYING FOUR (4) TIMES THE MAXIMUM INTENDED LOAD WITHOUT SETTLING OR DISPLACEMENT.

20. SCAFFOLDING OR PLANKING SHALL NOT BE SUPPORTED BY BARRELS, BOXES, BRICKS, BLOCKS, OR ANY OTHER UNSTABLE MATERIALS.

21. ALL SCAFFOLDING SHALL HAVE THE WORK DECK FULLY PLANKED.

22. STANDARD GUARDRAILS SHALL BE INSTALLED ON ALL OPEN SIDES AND ENDS OF PLATFORMS MORE THAN TEN FEET ABOVE GROUND OR FLOOR.

23. ALL SCAFFOLD PLANKING SHALL NOT EXTEND OVER THE END. SUPPORTS SHALL NOT BE LESS THAN 6 INCHES, NOR MORE THAN 12 INCHES, AND SHALL BE SECURED AGAINST MOVEMENT.

24. SCAFFOLDS SHALL NOT BE MOVED UNTIL ALL MATERIALS AND PERSONNEL ARE OFF THE WORK PLATFORM.

25. SCAFFOLDING AND ACCESSORIES WITH DEFECTIVE PARTS SHALL BE IMMEDIATELY REPLACED OR REPAIRED.

26. ERECTION, REPAIRS AND ADJUSTMENTS TO SCAFFOLDS SHALL BE MADE ONLY BY OR UNDER THE SUPERVISION OF COMPETENT PERSONS..

AERIAL LIFTS

FOLLOW THE GUIDELINES BELOW:

1. WORKERS SHALL BE TRAINED ON THE EQUIPMENT THEY WILL BE OPERATING.

2. LIFTS SHALL BE INSPECTED AND DETERMINED TO BE IN A SAFE CONDITION PRIOR TO USE.

3. ONLY THE MINIMAL MATERIALS, TOOLS, AND EQUIPMENT ARE ALLOWED TO BE HOISTED IN PERSONNEL LIFTS. LIFTS SHALL NOT BE USED TO RAISE/POSITION MATERIALS.

4. TIE-OFF IS REQUIRED ON ALL BOOM LIFTS AND MAN BASKETS. THE TIE-OFF POINTS AROUND SCISSOR LIFTS ARE AN ACCEPTABLE TIE OFF POINT, AS LONG AS THE LIFT MANUFACTURE HAS STATED AND POINTED THEM OUT.

5. ALL GATES/GUARDRAILS SHALL BE CLOSED AND/OR INSTALLED PRIOR TO RAISING THE PLATFORM.

6. PERSONNEL SHALL NOT DISMOUNT FROM LIFTS IN AN ELEVATED POSITION (UNLESS DOUBLE-LANYARD TIE OFF IS POSSIBLE).

7. APPROPRIATE CLEARANCES AROUND ENERGIZED ELECTRICAL CONDUCTORS MUST BE MAINTAINED. RECOGNIZED ELECTRICAL SAFE WORK PRACTICES SHALL BE OBSERVED. 8. ALL PARTS OF THE WORKER'S BODY SHALL REMAIN INSIDE THE LIFT PLATFORM WHEN IT IS BEING RAISED.

A. LIFTS SHALL BE LOWERED PRIOR TO TRAVELING LONG DISTANCES (OVER 10 FEET).IF LIFTS ARE MOVED IN A RAISED POSITION; THE OPERATOR SHALL LOOK IN DIRECTION OF TRAVEL AND AVOID ALL OVERHEAD OBSTRUCTIONS

B. FLOOR LOAD RATINGS SHALL BE ADHERED TO.

MATERIAL HANDLING, RIGGING PROCEDURES, AND CRANE SAFETY

1. WHEN HANDLING MATERIAL MANUALLY, DO NOT TRY TO HANDLE MORE THAN YOU ARE CAPABLE OF. DO NOT SHOW OFF OR TRY TO IMPRESS YOUR COWORKERS. WHEN USING MECHANICAL METHODS TO HANDLE MATERIALS MAKE SURE THAT YOU DO NOT OVERLOAD EQUIPMENT. AVOID STRAINS, SPRAINS AND BACK INJURIES BY USING PROPER LIFTING TECHNIQUES. IF YOU HAVE ANY DOUBTS AS TO A MACHINE'S CAPABILITY, CONTACT YOUR SUPERVISOR.

2. WHEN RIGGING MATERIALS, MAKE CERTAIN YOUR HANDS, FEET, AND OTHER BODY PARTS ARE NOT IN CONTACT WITH THE PINCH POINT. CHECK RIGGING DEVICES PRIOR TO THE BEGINNING OF EACH SHIFT. REMOVED DAMAGED RIGGING EQUIPMENT FROM SERVICE.

3. DO NOT ALLOW HOISTED MATERIALS TO PASS OVER FELLOW COWORKERS. USE TAG LINES ON ALL LOADS. DO NOT WRAP TAG LINES AROUND ANY PART OF YOUR BODY. ONLY QUALIFIED PERSONS SHALL BE ALLOWED TO RIG MATERIALS. ONLY STANDARD HAND SIGNALS SHALL BE GIVEN AND MUST BE DONE BY A QUALIFIED INDIVIDUAL. ONLY ONE PERSON SHALL GIVE SIGNALS TO THE OPERATOR. ALL EQUIPMENT SHALL BE INSPECTED DAILY BEFORE BEING PUT TO USE. DEFECTIVE EQUIPMENT SHALL BE TAGGED AND NOT USED UNTIL REPAIRS ARE MADE.

MAKE CERTAIN ALL GUARDS AND SAFETY DEVICES ARE IN PLACE AND WORKING PROPERLY. ONLY THE OPERATOR IS PERMITTED TO RIDE ON MOBILE EQUIPMENT. NO ONE WILL BE ALLOWED TO RIDE THE BLOCK, HOOK, BALL, LOAD OR CONCRETE BUCKET. KEEP ALL BOOMS AWAY FROM POWER LINES. VERIFY WEIGHT AND LIFT CHARTS BEFORE MAKING LARGE LIFTS.

4. DO NOT LEAVE EQUIPMENT UNATTENDED WITH A LOAD ON THE LOAD LINE.

5. NO PART OF A CRANE OR ITS LOAD, CONCRETE PUMP OR ITS HOSE, OR ANY OTHER PIECE OF EQUIPMENT SHALL BE OPERATED WITHIN 10 FEET OF A LINE RATED BELOW 50KV OR TWICE THE LENGTH OF THE LINE INSULATOR WHEN OVER 50KV, EXCEPT WHERE ELECTRICAL DISTRIBUTION AND TRANSMISSION LINES HAVE BEEN DE - ENERGIZED.

POWERED EQUIPMENT & TOOLS

PURPOSE:

TO DEFINE "REASONABLE" SPECIFIC EXPECTATIONS FOR POWERED EQUIPMENT AND TOOL USE ON "REASONABLE" PROJECTS.

PROCEDURE:

1. ALL TOOLS AND EQUIPMENT SHALL BE MAINTAINED IN GOOD CONDITION AND HAVE CURRENT CERTIFICATES AS REQUIRED BY LAW.
2. CONTRACTOR EQUIPMENT SHALL BE INSPECTED DAILY BEFORE USE BY AN OPERATOR. FORMAL, DOCUMENTED INSPECTIONS OF ALL TOOLS ARE REQUIRED ON A MONTHLY BASIS. COPIES OF INSPECTIONS MUST BE MADE AVAILABLE TO "REASONABLE" WHEN REQUESTED.
3. CONTRACTOR AGREES TO DOCUMENT AND MANAGE AN EQUIPMENT "RED TAG" PROGRAM THAT CLEARLY IDENTIFIES EQUIPMENT TAKEN OUT OF SERVICE DUE TO MAINTENANCE PROBLEMS OR ISSUES. NO EQUIPMENT SHALL BE USED IF RED TAGGED.
4. IF EQUIPMENT IS OWNED BY "REASONABLE", BUT BORROWED AND USED BY SUB-CONTRACTORS (ONLY AS A LAST RESORT), SUB-CONTRACTORS ARE RESPONSIBLE TO KEEP AND MAINTAIN EQUIPMENT IN SAFE WORKING ORDER.
5. PERSONAL PROTECTIVE EQUIPMENT (PPE) SHALL BE DEFINED FOR USE WITH EACH CLASS OR TYPE OF POWERED EQUIPMENT AND/OR TOOL AND PROVIDED FOR USE.
6. STATIONARY TOOLS OR GRINDING MACHINES SHALL BE SECURELY MOUNTED TO PREVENT MOVEMENT AND/OR INJURY.
7. ALL PORTABLE ELECTRICALLY POWERED TOOLS NEED TO BE GROUNDED OR DOUBLE INSULATED TO PREVENT ELECTRICAL SHOCK.
8. COMPRESSED AIR SHALL NOT BE USED FOR CLEANING PURPOSES.
9. ALL PINCH POINTS AND OTHER MACHINE HAZARDS SHALL BE GUARDED. ALL GUARDS AS PROVIDED BY THE MANUFACTURER OF THE TOOL SHALL BE IN PLACE AT ALL TIMES. NO EQUIPMENT SHALL BE USED OR CUSTOMIZED FOR WORK OTHER THAN ITS ORIGINALLY INTENDED PURPOSE.
10. GRAND FAULT CIRCUIT INTERRUPTER (GFCI) AND/OR AN ASSURED GROUNDING PROGRAM SHALL BE IN PLACE FOR TEMPORARY CONSTRUCTION POWER USE.
11. GROUND PLUG MUST BE PRESENT AN ALL ELECTRICALLY POWERED TOOLS UNLESS DOUBLE - INSULATED.

TOOLS

SECURE PNEUMATIC TOOLS TO HOSE WITH SAFETY CLIPS OR RETAINERS TO PREVENT THEM FROM BEING ACCIDENTALLY DISCONNECTED OR EXPELLED.

1. POWER ACTUATED TOOLS

- A. ONLY TRAINED AND CERTIFIED EMPLOYEES SHALL BE ALLOWED TO OPERATE POWDER ACTUATED TOOLS.
 - B. ANY DEFECT DISCOVERED DURING USE SHALL BE IMMEDIATELY CORRECTED OR THE TOOL SHALL BE REMOVED FROM SERVICE UNTIL PROPERLY REPAIRED.
- ### **2. POWER OPERATED TOOLS AND HAND TOOLS**
3. NO POWER TOOLS SHALL BE OPERATED WITHOUT A PROPERLY ADJUSTED GUARD.

4. HAND TOOLS SHALL BE USED ONLY FOR THE PURPOSE FOR WHICH THEY WERE DESIGNED AND SHALL BE KEPT IN GOOD REPAIR.
5. PNEUMATIC POWER TOOLS SHALL BE SECURED TO THE HOSE BY SOME POSITIVE MEANS TO PREVENT THE TOOL FROM BECOMING ACCIDENTALLY DISCONNECTED.
6. ANY TOOL FOUND NOT IN PROPER WORKING ORDER, OR THAT DEVELOPS A DEFECT DURING USE, SHALL BE REMOVED FROM SERVICE UNTIL PROPERLY REPAIRED.
7. DETERMINE AND USE THE RIGHT TOOL FOR THE JOB.
8. INSPECT TOOLS PRIOR TO USE.
9. MAKE SURE THE TOOL HANDLE IS MAINTAINED.
10. MAKE SURE IMPACT WORK SURFACES OF TOOLS ARE MAINTAINED.
11. IF THE TOOL IS USED IN ELECTRICAL WORK OR WHERE THE POTENTIAL FOR CONTACT WITH ELECTRICAL COMPONENTS EXISTS, INSULATED TOOLS SHALL BE REQUIRED.
12. USE ONLY THE TOOLS THAT YOU HAVE BEEN TRAINED TO USE.
13. WEAR THE APPROPRIATE PPE.

ELECTRICAL SAFETY

1. ONLY QUALIFIED PERSONS SHALL REPAIR, TEST, OR CONNECT (OTHER THAN PLUG IN) ELECTRICAL EQUIPMENT. ALL HAND TOOLS SHOULD BE VISUALLY INSPECTED FOR DAMAGE, DAILY. DO NOT OPERATE ANY TYPE OF ELECTRICAL EQUIPMENT WHILE STANDING IN WATER OR WEARING WET CLOTHING. ELECTRICAL EQUIPMENT SHALL BE DE - ENERGIZED AND LOCKED AND TAGGED OUT BEFORE ANY ELECTRICAL WORK IS PERFORMED.
2. NO ELECTRICAL CORD OR TOOL WITH A DAMAGED GROUND PLUG, END PULLED AWAY FROM THE OUTER INSULATION, OR WHERE THE INNER WIRES ARE EXPOSED MAY BE USED. ON A MONTHLY BASIS, INSPECT EACH PLUG AND RECEPTACLE AND ANY EQUIPMENT CONNECTED BY CORD AND PLUG FOR EXTERNAL DEFECTS AND POSSIBLE INTERNAL DAMAGE. REMOVE FROM SERVICE OR REPAIR IMMEDIATELY ANY DEFECTIVE ITEMS.
3. ALL 15 AND 20 AMPERE OR GREATER RECEPTACLE OUTLETS ON SINGLE PHASE, 120 VOLT CIRCUITS ON CONSTRUCTION SITES SHALL BE PROTECTED BY A GROUND FAULT CIRCUIT INTERRUPTER (GFCI) OR AN ASSURED GROUNDING CONDUCTOR TEST SHALL BE PERFORMED DAILY.
4. MUST BE 3 WIRE GROUNDING TYPE – DESIGNED FOR HARD/EXTRA HARD USAGE.

GUIDELINES FOR USING NAIL GUNS

ALL OPERATORS MUST BE TRAINED AND CERTIFIED.

1. NEVER USE BOTTLED GASES.
2. DO NOT EXCEED 120 PSI.
3. NEVER POINT NAILER TOWARD YOURSELF OR ANYONE ELSE.
4. NEVER CARRY FINGER ON TRIGGER.

5. ALWAYS WEAR EYE, EAR AND HEAD PROTECTOR AND PROPER CLOTHING.
6. STORE NAILER PROPERLY.
7. KEEP WORK AREA CLEAN.
8. NEVER USE IN PRESENCE OF FLAMMABLE LIQUIDS OR GASES.
9. KEEP VISITORS AWAY.
10. NEVER USE NON RELIEVING COUPLER ON NAILER.
11. CHECK PUSH LEVER BEFORE USE.
12. KEEP ALL SCREWS AND COVERS TIGHTLY IN PLACE.
13. DO NOT LOAD FASTENERS WITH TRIGGER OR PUSH LEVER DEPRESSED.
14. KEEP HANDS AND FEET AWAY FROM FIRING HEAD DURING USE.
15. PLACE NAILER PROPERLY ON WORK PIECE.
16. TAKE CARE OF DOUBLE FIRE DUE TO RECOIL.
17. DO NOT DRIVE FASTENERS INTO THIN BOARDS OR NEAR CORNERS AND EDGES OF WORK PIECE.
18. NEVER DRIVE FASTENERS FROM BOTH SIDES OF A WALL AT THE SAME TIME.
19. CHECK FOR LIVE WIRES.
20. NEVER CARRY NAILER BY HOSE.
21. DO NOT OVERREACH.
22. NEVER USE NAILER WHICH IS DEFECTIVE OR OPERATING ABNORMALLY.
23. DO NOT DISCONNECT AIR HOSE FROM NAILER WITH FINGER ON TRIGGER.
24. DISCONNECT AIR HOSE FROM NAILER WHEN:
 - A. DOING MAINTENANCE AND INSPECTION
 - B. CLEANING A JAM
 - C. IT IS NOT IN USE
 - D. LEAVING WORK AREAS
 - E. MOVING IT TO ANOTHER LOCATION
 - F. HANDING IT TO ANOTHER PERSON
25. STAY ALERT.
26. HANDLE NAILER CORRECTLY AND CAREFULLY.
27. NEVER USE NAILER FOR APPLICATIONS OTHER THAN THOSE SPECIFIED IN THIS MANUAL.
28. DO NOT WIRE SAFETY GUARD IN THE DEPRESSED (OPEN) POSITION OR ALLOW A TOOL TO BE OPERATED WITH A NONFUNCTIONING SAFETY GUARD.

DEMOLITION

PERSONAL PROTECTIVE EQUIPMENT

THE FOLLOWING PERSONAL PROTECTIVE EQUIPMENT MUST BE USED WHEN DOING DEMOLITION WORK:

1. HARD HATS
2. SAFETY GLASSES
3. STEEL TOED BOOTS

4. LONG SLEEVE SHIRTS ALONG WITH A GOOD PAIR OF PANTS
5. RESPIRATION MASK WHEN WORKING IN A DUSTY ATMOSPHERE
6. OTHER EQUIPMENT AS MAY BE REQUIRED.

PREPARATION

1. PRIOR TO PERMITTING EMPLOYEES TO BEGIN THE DEMOLITION PROCESS, A SURVEY MUST BE MADE BY AN ENGINEER OR A COMPETENT PERSON. THE PURPOSE OF THE SURVEY IS TO CHECK FOR THE POSSIBILITY OF AN UNPLANNED COLLAPSE OF THE STRUCTURE.
2. MAKE CERTAIN ALL UTILITIES AND OTHER SERVICE LINES ARE CAPPED AND/OR SHUT OFF.
3. IF NECESSARY TO MAINTAIN POWER, WATER, OR OTHER SERVICES, MAKE CERTAIN THEY ARE PROPERLY LOCATED AND PROTECTED.
4. DETERMINE IF ANY TYPE OF HAZARDOUS SUBSTANCE AND/OR WASTE IS PRESENT, TO INCLUDE FLAMMABLE OR SIMILAR TYPE SUBSTANCES THAT ARE STILL IN THE PIPES, TANKS, OR OTHER EQUIPMENT. IF IT HAS BEEN DETERMINED THAT HAZARDOUS SUBSTANCES DO EXIST, MAKE CERTAIN EVERYTHING HAS BEEN TESTED AND PURGED BEFORE THE PROCESS BEGINS.
5. REMOVE HAZARD CREATED BY GLASS FRAGMENTATION.
6. PROTECT ALL FALL HAZARDS SUCH AS FLOOR AND WALL OPENINGS.
7. BARRICADE AREAS WHERE DEBRIS IS DROPPED THROUGH HOLES IN THE FLOOR. PLACE ALL THE APPROPRIATE SIGNS AND INSTALL FALL PROTECTION WHERE NEEDED.
8. DEMOLITION MUST BEGIN FROM THE TOP DOWN.
9. EMPLOYEE ENTRANCES TO MULTI-STORY STRUCTURES MUST BE PROTECTED BY SIDEWALK SHEDS, CANOPIES, OR BOTH, PROVIDING PROTECTION FROM THE FALL BY AT LEAST EIGHT FEET.

STAIRS, PASSAGEWAYS, AND LADDERS

1. USE ONLY THOSE THAT ARE DESIGNATED AS A MEANS OF ACCESS. ALL OTHER ACCESS WAYS MUST BE CLOSED OFF ENTIRELY AT ALL TIMES.
2. INSPECT AND MAINTAIN IN A SAFE CONDITION.
3. MAKE CERTAIN ALL AREAS ARE PROPERLY ILLUMINATED.

CHUTES

1. ALL MATERIAL DROPPED TO ANY POINT OUTSIDE THE BUILDING MUST BE PROPERLY PROTECTED.
2. IN MULTI-STORY BUILDINGS THE CHUTES WITH AN ANGLE OF MORE THAN 45 DEGREES MUST BE ENCLOSED. THE OPENINGS MUST NOT EXCEED 48 INCHES.

3. DOORS MUST BE INSTALLED AT ALL LEVELS AND KEPT CLOSED WHEN NOT IN USE. OPENINGS MUST BE PROTECTED WITH STANDARD GUARDRAIL.

REMOVAL OF WALL, MASONRY SECTIONS AND CHIMNEYS

1. DO NOT ALLOW MATERIAL TO FALL IN MASSES AS TO EXCEED THE SAFE WORKING LOADS OF THE EXISTING AREAS FOR WHICH THEY ARE DESIGNED TO SAFELY HOLD.
2. NO SINGLE SECTION MORE THAN ONE STORY IN HEIGHT WILL BE ALLOWED TO STAND ALONE WITHOUT BRACING.
3. EMPLOYEES WILL NOT BE ALLOWED TO WORK ON TOP OF WALLS WHEN CONDITIONS PRESENT A HAZARD.
4. NO STRUCTURAL OR LOAD SUPPORTING MEMBERS WILL BE REMOVED UNTIL ALL THE STORIES FROM ABOVE HAVE BEEN REMOVED.
5. FLOOR OPENINGS WITHIN TEN FEET OF THE WALL WILL BE PLANKED SOLID EXCEPT WHERE EMPLOYEES ARE KEPT OUT OF THE AREA.
6. IN BUILDINGS CONSISTING OF SKELETON STEEL, THE STEEL FRAMING CAN STAY IN PLACE AS LONG AS ALL LOOSE MATERIAL IS REMOVED FROM BEAMS, GIRDERS AND OTHER STRUCTURAL COMPONENTS.
7. WALKWAYS AND LADDERS MUST BE PROVIDED TO REACH ANY SCAFFOLD AND/OR WALLS.
8. RETAINING WALLS USED TO SUPPORT EARTH OR ADJOINING STRUCTURES WILL NOT BE DEMOLISHED UNTIL THE EARTH HAS BEEN PROPERLY BRACED AND ADJOINING STRUCTURES PROPERLY UNDERPINNED.
9. WALLS WHICH WILL BE USED TO PILE DEBRIS AGAINST WILL NOT BE USED UNLESS THE WALLS ARE PROPERLY BRACED TO HOLD THE INTENDED LOAD

STORAGE & HANDLING OF L.P. GAS, TEMPORARY HEATING DEVICES & FIRE PROTECTION

TANKS, CYLINDERS & VALVES

1. SHALL BE LOCATED ON A SOLID, SECURE BASE.
2. SHALL BE SECURED TO PROTECT THEM FROM FALLING, BEING KNOCKED OR STORED IN MAJOR ACCESS WAYS.
3. SHALL HAVE PROTECTIVE SAFETY COLLAR.
4. SHALL CONTAIN ALL REQUIRED SAFETY VALVES SUCH AS REGULATORS AND EXCESS FLOW VALVES.
5. SHALL BE PROTECTED FROM THE ELEMENTS IN APPROVED MANNER, I.E., SNOW, ICE, RAIN, MUD OR CONCRETE.
6. SHALL NOT BE SUBJECTED TO ANY SOURCE OF IGNITION, I.E., OPEN FLAME, ELECTRICAL SOURCE, ETC.

7. SHALL NOT BE SUBJECTED TO VEHICLE COLLISION, IMPACT FROM FALLING OBJECTS, WELDERS, SLAG, ETC.

8. ALL TANKS/CYLINDERS SHALL BE LABELED WITH SIGNS: "FLAMMABLE GAS PROPANE, NO SMOKING OR OPEN FLAME."

9. SHALL NOT BE LOCATED WHERE A LEAK CAN ENTER VAULTS, PIT, AND CONDUITS OR ACCUMULATE IN RECESSES.

10. FILL TANKS AND CYLINDERS TO 75% OR LESS DURING COLD WEATHER.

11. TANKS ARE TO BE STORED AND/OR USED OUTSIDE BUILDING OR STRUCTURE AND SECURED. IF A VARIANCE IS REQUIRED CONTACT THE SAFETY DEPARTMENT.

12. REGULATORS SHALL BE EITHER DIRECTLY CONNECTED TO THE CONTAINER VALVES OR TO MANIFOLDS CONNECTED TO THE CONTAINER VALVES.

LIQUID PROPANE

LIQUID PROPANE IS A FLAMMABLE LIQUID AND SHALL BE TREATED AS SUCH.

1. CONTAINERS SHALL BE LOCATED AT LEAST 20 FEET FROM BUILDINGS.

2. TANKS SHALL BE SURROUNDED BY A 12" HIGH CURB OR EARTH DIKE.

3. DRAINS SHALL BE PROVIDED FOR DRAINING OFF ACCUMULATIONS OF GROUND OR RAIN WATER AND SPILLS.

4. IF TWO OR MORE TANKS ARE GROUPED TOGETHER, THERE SHALL BE AT LEAST 5 FEET SEPARATION BETWEEN THEM.

5. WITHIN 200 FEET OF EACH PORTABLE TANK A 12 FOOT WIDE ACCESS SHALL BE PROVIDED FOR FIRE EQUIPMENT ACCESS.

6. THERE SHALL BE NO IGNITION SOURCE WITHIN 50 FEET OF EACH TANK AND APPROPRIATE SIGNS SHALL BE POSTED STATING "FLAMMABLE LIQUID, NO SMOKING OR OPEN FLAME WITHIN 50 FT."

7. VEHICLE PROTECTION SHALL BE PROVIDED.

TEMPORARY HEATING DEVICES

1. PORTABLE HEATERS, INCLUDING SALAMANDERS, SHALL BE EQUIPPED WITH AN APPROVED AUTOMATIC SHUT - OFF DEVICE TO STOP THE FLOW OF GAS TO THE MAIN BURNER.

2. HEATERS WITH AIR INPUT OF 50,000 BTU OR MORE SHALL BE EQUIPPED WITH A PILOT LIGHT OR AN ELECTRICAL IGNITION SYSTEM.

3. HEATERS SHALL BE LOCATED AT LEAST 6 FEET FROM ANY LP - GAS CONTAINER.

4. BLOWER AND RADIANT TYPE HEATERS SHALL NOT BE DIRECTED TOWARD ANY LP GAS CONTAINER WITHIN 20 FEET OF HEATER.

5. IF TWO OR MORE HEATERS ARE LOCATED ON THE SAME FLOOR AND IN A PARTITIONED AREA, THEY SHALL BE SEPARATED BY AT LEAST 20 FEET.

6. THERE SHALL BE SUFFICIENT QUANTITIES OF AIR TO MAINTAIN THE HEALTH AND SAFETY OF THE EMPLOYEES. ATTENDANTS SHOULD BE AWARE OF THE POSSIBILITY OF CARBON MONOXIDE POISONING AND ADEQUATE PROVISIONS FOR MONITORING AIR QUALITY SHOULD BE AVAILABLE. WHEN THE BUILD - UP OF

HARMFUL GASES EXISTS, FIRST EVACUATE THE AREA, THEN INCREASE THE VENTILATION AND REPORT THE CONDITION TO THE FOREMAN.

7. WHEN HEATERS ARE USED IN CONFINED SPACES, SPECIAL CARE MUST BE TAKEN TO PROVIDE SUFFICIENT VENTILATION, ENSURE PROPER COMBUSTION, MAINTAIN THE HEALTH AND SAFETY OF WORKERS AND LIMIT THE TEMPERATURE RISE.

8. HEATERS SHALL BE LOCATED AT LEAST 10 FEET FROM COMBUSTIBLE TARPS, CANVAS OR SIMILAR COVERING.

9. OIL FILTERED HEATERS SHALL BE SHUT DOWN AND ALLOWED TO COOL BEFORE MOVING OR REFUELING BECAUSE OF THE HAZARD OF FLASHING VAPORS IN THE STACK.

SOLID FUEL

1. SALAMANDERS ARE PROHIBITED IN BUILDINGS OR ON SCAFFOLDS.

2. OIL FIRED HEATERS SHALL BE EQUIPPED WITH A PRIMARY SAFETY CONTROL VALVE TO STOP THE FLOW OF FUEL IN THE EVENT OF FLAME FAILURE.

FIRE PROTECTION AND PREVENTION

1. FIREFIGHTING EQUIPMENT MUST BE CONSPICUOUSLY LOCATED, READILY ACCESSIBLE (ESPECIALLY WHEN WELDING OR TORCH CUTTING), AND PERIODICALLY INSPECTED AND MAINTAINED IN OPERATING CONDITION. REPORT ANY INOPERATIVE OR MISSING EQUIPMENT TO THE SUPERVISOR.

2. WHEN WELDING, CUTTING, OR BURNING REMOVE THE FOLLOWING:

A. ALL COMBUSTIBLE MATERIALS WITHIN A 35 FOOT RADIUS.

B. ALL FLAMMABLE MATERIALS WITHIN A 50 FOOT RADIUS.

C. ALL EXPLOSIVE MATERIALS WITHIN A 100 FOOT RADIUS.

3. WHERE WELDING OR BURNING IS TAKING PLACE, A MINIMUM 10 LB. ABC FIRE EXTINGUISHER SHALL BE MADE READILY AVAILABLE. AFTER COMPLETION OF WELDING OR BURNING, A CHECK SHALL BE MADE FOR POSSIBLE FIRES OR SMOLDERING.

4. FIRE EXTINGUISHERS ARE TO BE USED ONLY FOR FIRES. ANY EXTINGUISHERS DISCHARGED SHALL BE REPLACED WITH ONE THAT IS FULLY CHARGED.

5. AREAS WHERE COMBUSTIBLES OR FLAMMABLES ARE STORED ARE AREAS WHERE SMOKING, BURNING, WELDING, AND OPEN FLAMES ARE PROHIBITED. THESE AREAS SHALL BE POSTED.

6. EACH OFFICE AND TOOL TRAILER WILL HAVE AT LEAST ONE 20 LB. ABC FIRE EXTINGUISHER ON HAND

STORAGE LOCATIONS SHALL BE PROVIDED WITH AT LEAST ONE APPROVED PORTABLE FIRE EXTINGUISHER HAVING A RATING OF NOT LESS THAN 20 LB. ABC. EXTINGUISHERS SHALL BE LOCATED NOT CLOSER THAN 25 FEET OR NO FURTHER THAN 75 FEET FROM THE STORAGE AREA.

GENERAL SAFETY GUIDELINE

COMPRESSED GAS CYLINDERS (HANDLING AND STORAGE)

1. PUT VALVE PROTECTION CAPS IN PLACE BEFORE COMPRESSED GAS CYLINDERS ARE TRANSPORTED, MOVED, OR STORED.

2. CYLINDER VALVES ARE TO BE CLOSED WHEN WORK IS FINISHED AND WHEN CYLINDERS ARE EMPTY OR BEING MOVED.

4. CYLINDERS OF COMPRESSED GAS SHALL BE CHAINED OR OTHERWISE SECURED IN AN UPRIGHT POSITION WHILE IN USE OR BEING STORED, OR TRANSPORTED.

5. COMPRESSED GAS HOSES MUST BE FREE FROM LEAKS OR POOR CONNECTIONS AND BE NEATLY WOUND ON HOSE HANGERS.

6. STORAGE AREAS ARE TO COMPLY WITH THE FOLLOWING:

A. OXYGEN AND FUEL GASES MUST BE SEPARATED BY A ONE HOUR FIRE WALL FIVE FEET HIGH OR 20 FEET APART.

B. THE EMPTY AND FULL CYLINDERS ARE TO BE STORED SEPARATELY WITH THE STORAGE AREA LABELED EMPTY/FULL.

C. NO SMOKING SIGNS MUST BE CONSPICUOUSLY POSTED.

D. 20 - B RATED FIRE EXTINGUISHERS ARE TO BE LOCATED NO CLOSER THAN 25 FEET OR FURTHER THAN 75 FEET FROM THE STORAGE AREA.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

1. ONLY U.L. OR EQUIVALENT APPROVED CONTAINERS AND PORTABLE TANKS SHALL BE USED FOR STORAGE AND HANDLING OF FLAMMABLE AND COMBUSTIBLE LIQUIDS.

2. NO MORE THAN 25 GALLONS OF FLAMMABLE OR COMBUSTIBLE LIQUIDS MAY BE STORED IN A ROOM OUTSIDE OF AN APPROVED STORAGE CABINET.

3. TANK STORAGE SHALL NOT BE LOCATED UNDER POWER LINES.

4. SIGNS WITH "NO SMOKING WITHIN 50 FEET" WILL BE POSTED ON OR NEAR THE FLAMMABLE/COMBUSTIBLE STORAGE AREA.

5. A FIRE EXTINGUISHER WITH A 20 ABC RATING WILL BE AVAILABLE WITHIN 50 FEET BUT NOT CLOSER THAN 20 FEET DURING THE TRANSFER OF FLAMMABLE LIQUIDS.

EMPLOYEE PLEDGE AND ACKNOWLEDGEMENT:

BY SIGNING BELOW, I, VERIFY THAT I HAVE READ THE ENTIRE PROGRAM AND HAVE RECEIVED A COPY OF THE HEALTH AND SAFETY PROGRAM. I AGREE TO UPHOLD CARRY OUT ALL POLICIES AND PROCEDURES BY DOING EVERYTHING IN MY POWER TO PERFORM MY WORK USING THE SAFEST METHODS AND PROCESSES AVAILABLE TO ME. I WILL LOOK OUT FOR THE SAFETY AND WELL-BEING OF MY FELLOW CO-WORKERS, JUST AS I TRUST AND EXPECT THEM TO LOOK OUT FOR ME. I WILL TAKE WHATEVER ACTIONS NECESSARY TO ENSURE THAT OUR JOB SITE IS IN COMPLIANCE WITH THE REASONABLE HEALTH AND SAFETY PROGRAM.

SIGNATURE

PRINT NAME

COMPANY NAME

TITLE